REFERENCE MANUAL

INFORMASTOCK

POINT-OF-SALE INVOICING SYSTEM
FOR RETAIL

Version 6.3.0

February, 2003 revision

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Annexe

A SHORT WELCOME MESSAGE

Welcome and thank you! You have just purchased the most powerful point-of-sale software in its category. Developed in 1987, InformaStock will be an important over-all management tool for your commerce. Numerous merchants have collaborated with our team in the research and development of the software making it more powerful and easier to use than ever! Many different program modules are available allowing you to personalize your point-of-sale according to your needs. You will find a list of these modules in the manual's annex section.

You are now part of the growing family of InformaStock point-of sale users!

Once again, WELCOME!

IMPORTANT Please do not forget to fill in your registration card and post it immediately to obtain information on software updates and additional user details.

BACKUP You are permitted to make one backup copy of the original diskettes. Please store these in a secure environment.

WEAR All InformaStock software has been designed to give optimum reliability. However, hardware deterioration, power drains and/or surges may affect the performance of the software. Please remember to regularly perform maintenance checks on your equipment and also to routinely make backups of all your data.

TECHNICAL SUPPORT

Les logiciels InformaStock Inc. ensures total national support of all its products. This service is offered to anyone having questions on the general utilization of your point-of-sale. After your point-of-sale installation, you will have access to our 1-800 support and utilization line for the first ninety day. Afterwards, you may purchase an annual service plan.

Learning the basic functions of your point-of-sale becomes easier with the built-in DEMO mode included in the software. It is very important to take the time to fully understand all the functions and options offered either by using the DEMO mode or by carefully reading this reference manual. InformaStock's customer service is handled by a competent team of trained personnel ready to provide on-the-spot answers to your utilization questions.

Because of the number of incoming calls after installation, customer on-line training is unfortunately not available via our 1-800 number. Also not available is the configuration or repair of all equipment not usually used with Informastock software.

We are unable to answer any questions regarding accounting or fiscal issues that may apply to your company. These types of questions are best answered by your accountant.

We have tried to maintain a logical, consistant format in the utilization of InformaStock. Try always to observe each screen details while working with the software. At the bottom of each screen, the keys available to you are indicated. If on-line help is available, a window will display with instructions. If an input error occurs, an alert message will display with an accompanying beep indicating the error.

Please note that new-version screens will display with a different color scheme to those with color monitors.

TECHNICAL SUPPORT (con't)

This manual is a source of information on the general use and the description of each option and function. However, with a little practice, you will most likely find personal shortcuts that may suit your personal point-of-sale needs.

InformaStock was designed for people with little or no computer experience. However, do not hesitate to contact us if you have any questions or suggestions.

You may contact us our customer service number from Monday to Friday, 9:00 A.M to 5:00 P.M (EST) at :

1-800-363-1322

For all other reasons or problems please call at : *(450) 649-2335*

Before calling our 1-800 number, consult this reference manual and proceed to the pertinent section.

If you cannot find the solution, please have the manual as well as your site or location number handy. This number is indicated on the back of the installation disks as well as the Informastock Main Menu.

EXAMPLE: CBI0001400

If you wish to acquire any of the many different annual customer support plans offered by Les logiciels InformaStock Inc., please fill out the included registration form and return it to the following address :

C.P. 35
STE-JULIE, (Québec)
J3E 1X5

TYPOGRAPHICAL CONVENTIONS

To facilitate the reading of this manual, we have included the following typographical conventions :

***[F1]*:** **The keys needed for the user to press are displayed between brackets [] and in bold face characters.**

"CAISSIER": **All words that are in quotations ("") are system reserved words.**

Reports Menu: **For menu names, the name begins with a capital letter and is followed by the word 'menu'.**

Attention: **Messages displayed in bold characters are important and should be read carefully before proceeding to the next phase.**

SYSTEM REQUIREMENTS

InformaStock was designed to function with the following requirements:

- **IBM compatible computers with 286, 386, 486 or Pentium processors.**
- **DOS version 4.0 or higher. Depending on your environment, between 550K and 575K of conventional memory is needed. DOS version 6.0 is not recommended. At the moment, Windows '95 is also not recommended.**
- **Any type of hard-disk compression is not compatible with InformaStock.**
- **InformaStock** functions with either color or monochrome screens.

SYSTEM REQUIREMENTS (con't)

- All versions of **InformaStock** must be installed on the **C:** partition of the hard drive . This is true for every work station that runs the software.

- We advise the use of **"HIMEN.SYS"** to place certain programs in high memory.

- The use of **"SMARTDRV.EXE"** will greatly enhance the processing speed.

- In your "CONFIG.SYS" please make sure that :

  ```
  Files  = 45
  Buffers= 45
  ```

- If you possess a math co processor, you should add the following to your "AUTOEXEC.BAT" :

  ```
  SET 87=YES
  ```

LES LOGICIELS INFORMASTOCK INC CANNOT SUPPORT THE SLUGGISH PERFORMANCE OF THE SOFTWARE IF THE ABOVE REQUIREMENTS ARE NOT MET.

A SECURITY SYSTEM PROTECTS THE SOFTWARE AGAINST ANY ILLEGAL COPYING INCLUDING ISTALLATION AND SOFTWARE UPDTAES.

INSTALLATION

InformaStock is delivered on 3 1/4 disks with 1.44M. The following is the method to be used for installing the software onto your hard disk :

Make sure that your positioned in the root directory of your C: drive. Insert disk #1 into the A: or B: drive. Type the following command :

A:INSTALL ***[Enter]***
or
B:INSTALL ***[Enter]***

The installation process is automatic. You will be asked to insert disk 2 followed by disk 3. Once this is done, the system will ask you to re-insert disk 1 to finish the installation.

Installation does not modify the **CONFIG.SYS**; verify that you have an adequate configuration.

If the installation aborts, you most probably have a configuration problem. In this case, contact Les logiciels InformaStock Inc. for the steps to follow.

If you are using WINDOWS 95, we cannot guarantee a successful installation nor can we provide you with technical support.

STARTING THE PROGRAM

To start **InformaStock**, from the DOS sous C:\ prompt :

. Type : **CD\INFOSTOC** ***[Enter]***
DEPART ***[Enter]***

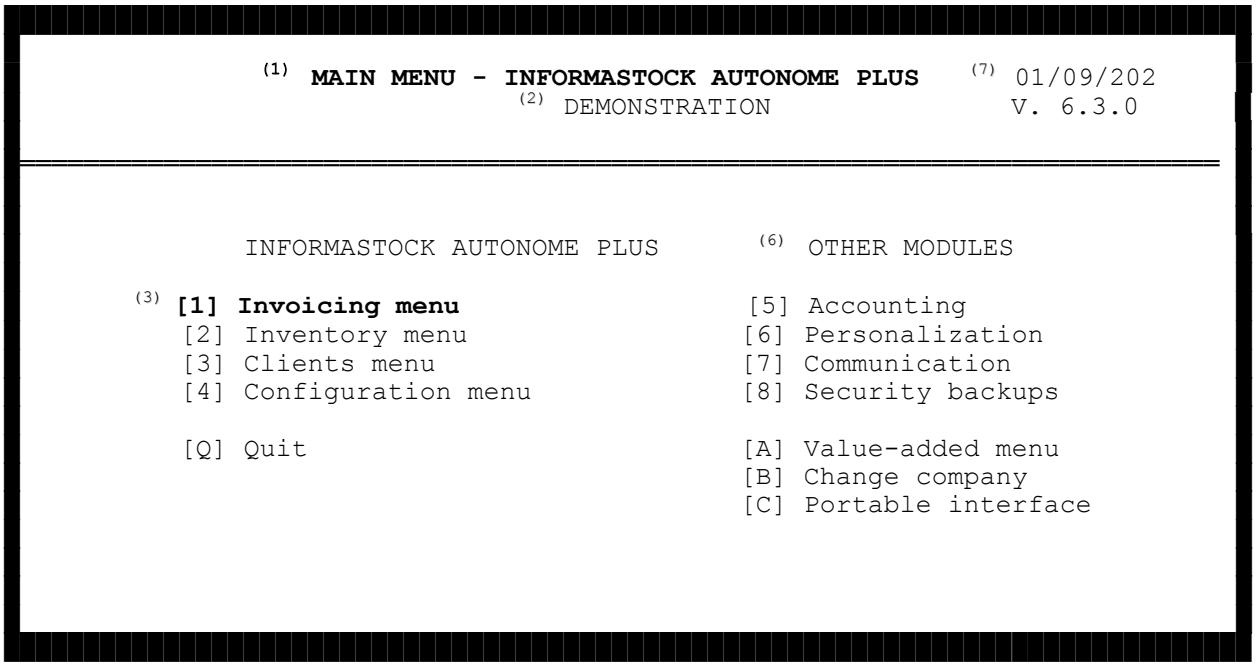
The program should now execute. If it does not, contact Les Logiciels **InformaStock** Inc. We can help you to find the solution to the problem **but the istallation procedures must have been followed to the letter.**

GENERAL UTILIZATION

In the following pages, we will explain the standards used for using the software so that you may better understand all options and functions of **InformaStock.**

MAIN MENU SCREEN

A good understanding of the menus will facilitate moving from one screen to another in **InformaStock.** Refere to the appendix for the menu architecture. Here is a brief description of the Main Menu.



LES LOGICIELS INFORMASTOCK INC. (4) C: ==>24 907 776 bytes (5) CBI0000028

(1) The first line of the menu indicates which SCREEN you are currently located in.

MAIN MENU - INFORMASTOCK AUTONOME PLUS

LOCATION — POINT-OF-SALE CATEGORY

(2) This indicates the name of the company you are working in.

MAIN MENU (con't)

(3) The option where the cursor is positioned. When the screen heading includes the word "menu", you have a entered an option with a new menu. To access the desired option, place the cursor onto the option (using the arrow keys to move from one to another) and press ***[ENTER]*** or press the number of the option.

(4) The number of bytes free of your C: drive.

(5) Your site number. Always mention this number when calling for customer support.

(6) The options that you may add onto your point-of-sale. It is possible to personalize certain options on the right section of the menu. Contact your sales representative for further details.

(7) When you press ***[Tab]*** from any menu screen within **InformaStock**, the version and version date of your current software is displayed.

Here are the main keys used with **InformaStock**:

[Esc] : (BACKUP) this will take you to the previous screen, menu or option or to simply quit from a function.

[F1] : (GLOBAL ADVANCE) use this key to save, print or move to the following screen, depending on where you are currently situated.

[Enter] : (LINE ADVANCE) allows you to move from one field (or line) to another.

[?] : (QUERY) allows you to access the search window on product or customer numbers, suppliers, lay-aways, special orders etc. Each search window is limited to 600 lines.

INITIALIZATION

Each time you enter your point-of-sale, you must correctly enter the date **(DDDD.MM.YY)** as well as the time **(HH.MM.SS).** Press ***[Enter]*** to confirm that the date and time are indeed correct.

If not, re-enter the proper information. **InformaStock** will automatically set your system time and date.

Press ***[Esc]*** to return to the date field from the time field or use the left/right arrows to move within each field.

If it is the first time you use the date, the program will automatically move to the invoice screen. If you have begun to modify the date or time, you must complete the modification before proceeding.

If not, confirm the date and time.

If the date was already used , (you already closed a day using the date entered) a message will display asking you to confirm the date. You will also be asked to enter a password. The system will use this date to process the transctions and add them to the closed day's transaction.

Remember that you can always adjust the date to correctly reflect the closing because it is only at the closing of the day that the system uses the date to referance the transactions.

In short, the date and time entered is extremely important. So, please, pay close attention to the date and time when you enter the point-of-sale.

You cannot escape to DOS from this initializtion screen. You must complete or confirm the date and time first. To quit to DOS choose ***[Q]*** from the Main menu.

INITIALIZATION (con't)

Password

A password (Manager or clerk) can be asked in order to access certain options. All passwords must contain ten (10) characters. If your password is less than ten, complete the sequence by entering zeros (0). If an error occurs an error message will display. Make sure that your *[CapsLock]* or *[FixMaj]* is activated.

If you wish to modify your passwords, from the Main menu choose option ***[4]* Configuration Menu** and select ***[1]* Company information.**

Les logiciels **InformaStock** Inc. will always be able to access this section even if you forget the password. Just call our customer support. It is, however, prudent to write down your password in case you do forget.

Default manager's password

InformaStock by default issues the following password :

JACQUES000 **PRESS *[SPACE BAR] FOR DOS***
PRESS *[Enter] FOR WINDOWS*

The manager's password alows you to access certain options regarding inventory management.

Default clerk's password.

InformaStock by default issues the following password :

PASSWORD00 **PRESS *[SPACE BAR] FOR DOS***
PRESS ***[Enter] FOR WINDOWS***

The clerk's password allows you to proceess the daily closeout as well as to quit your point-of-sale.

CONFIGURATION MENU

This section allows you to correctly configure your point-of-sale. Here is where you can enter the necessary details for the kind of set-up you need. All company information, hardware and modem setups is done here.

This section can also be password-protected.

The first stages you need to complete upon installation are the following :

1) Company information
2) Invoice configuration
3) Cashiers list
4) Department management

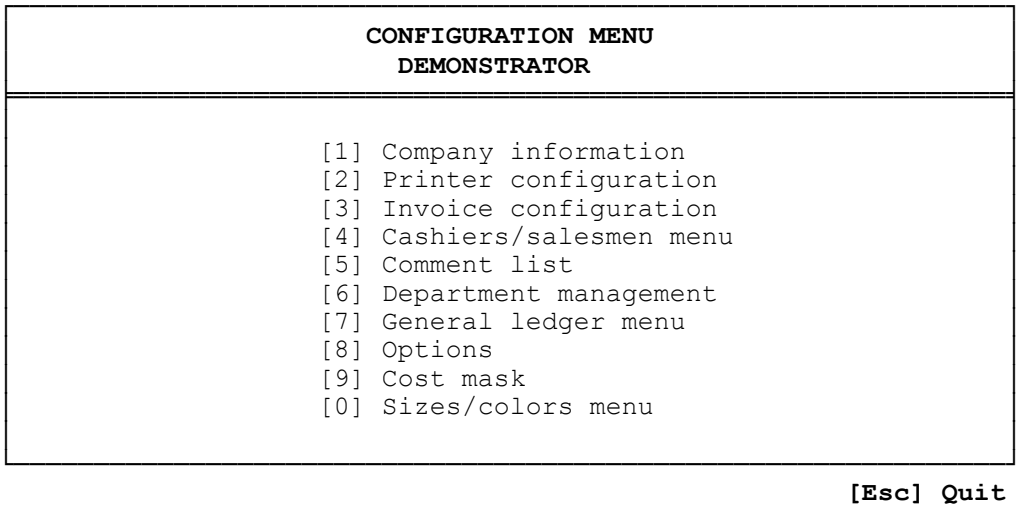
All modification, adding or removing of equipment, salesmen and departments should be configured before you are able to invoice.

After these steps are complete, you are ready to invoice in "CASH REGISTER MODE" mode regardless of the software category.

CONFIGURATION MENU (con't)

To access the Configuration menu press ***[4]*** from the **Informastock** Main menu.

The Configuration menu is as follows :



Press ***[Esc]*** to return to the Main menu.

COMPANY INFORMATION

Once you have chosen the option **"Company information"**, the following screen displays :

COMPANY INFORMATION

```
Password - CLERK   :  PASSWORD00
Password - MANAGER :  JACQUES000

Name               :  DEMONSTRATOR
Care of            :  LES LOGICIELS INFORMASTOCK INC.
Address            :  8840, BOUL. TASCHEREAU, SUITE 203
City               :  BROSSARD (QUEBEC)
Postal code        :  J4X 1C2
Phone number       :  (514) 671-2688
Fax number         :  (514) 671-3387
GST number         :  R 123 456 789
PST number         :  1110111011-TQ-0001
```

[F1] Save **[Esc] Quit**

PASSWORD

All passwords must have **ten characters and must be completed with zeros (0) if less than ten** characters.

N.B.: Les logiciels InformaStock Inc. can always access this section in case you forget your password. However, always keep your password written and stored in a secure location.

DEFAULT MANAGER'S PASSWORD

JACQUES000 PRESS ***[SPACE BAR] FOR DOS***

PRESS *[Enter] FOR WINDOWS*

Allows access to all sections concerning inventory management, manager's authorization in the invoice, index maintenance and resets to zero.

COMPANY INFORMATIONIE (con't)

DEFAULT CLERK'S PASSWORD

PASSWORD00 PRESS ***[SPACE BAR] FOR DOS***
PRESS *[Enter] FOR WINDOWS*

Allows access to the daily closeout, to quit the point-of-sale and also to use the communications options.

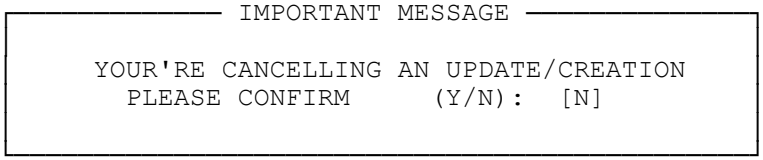
COMPANY NAME

The entry of the company name, address, phone and fax numbers will be displayed on regular invoices (8 1/2 X 7). The first line (company name) has already been entered during the installation of the software. This is the abridged name that you have chosen and is also the name that appears at the top of each menu.

#PST #GST

Because of governmental laws, all your invoices should include your tax numbers. This section is where you enter and modify the tax numbers. These numbers will appear on all invoices issued by Informastock.

QUIT Always quit this screen by saving your entries using ***[F1]***. If you press ***[Esc]*** without first saving, the following window displays to remind you to save the entries :



If no changes have been made, you can quit this screen without saving.

PRINTER CONFIGURATION

This section is used for the proper printer configuration. **With the help of your printer's user guide,** enter the codes for the type of printing you desire.

THE DEFAULT SETTINGS IN IBM MODE ARE :

PRINTER CONFIGURATION

	ACTIVATE	RESET
Underline :	[27] [45] [01]	[27] [45] [00]
Bold :	[27] [69] [00]	[27] [70] [00]
Condensed :	[15] [00] [00]	[18] [00] [00]
12 inch :	[27] [58] [00]	[18] [00] [00]
10 inch :	[18] [00] [00]	[18] [00] [00]
1/8 inch :	[27] [50] [00]	[27] [48] [00]
1/6 inch :	[27] [48] [00]	[00] [00] [00]
Invoice M :	[00] [00] [00]	[00] [00] [00]

[F1] Save **[Esc] Quit**

DEFAULT SETTINGS FOR EPSON MODE ARE :

PRINTER CONFIGURATION

	ACTIVATE	RESET
Underline :	[27] [45] [01]	[27] [45] [00]
Bold :	[27] [69] [00]	[27] [70] [00]
Condensed :	[15] [00] [00]	[27] [80] [00]
12 inch :	[27] [77] [00]	[27] [80] [00]
10 inch :	[27] [80] [00]	[27] [80] [00]
1/8 inch :	[27] [50] [00]	[27] [48] [00]
1/6 inch :	[27] [48] [00]	[00] [00] [00]
Invoice M. :	[00] [00] [00]	[00] [00] [00]

[F1] Save **[Esc] Quit**

PRINTER CONFIGURATION (con't)

If a report does not have proper alignment, verify the configuration settings.

These default settings are compatible with the majority of printers.

Always press ***[F1]*** to save the modifications entered.

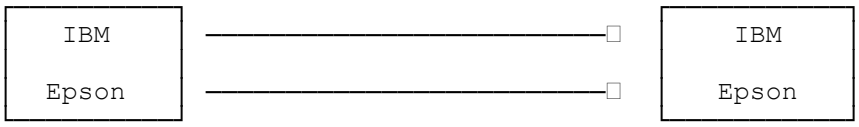
With the **Informastock** forms, (invoice, account statement), your print report should use the 6-line per-inch mode (vertical) and print 12 characters per inch (horizontal).

With your sales slips, the printer settings to verify are bold with 12 characters per inch.

N.B. If you are using an Epson sales slip printer, make sure that:

- your printer report are also in Epson mode
- that 12 characters per inch are [12] [77] [00]

In short, if you use a sales slip printer and a report printer, make sure that both printers are in the same print mode; for example :



SALES SLIP **REPORT**

PRINTER CONFIGURATION (con't)

The "Invoice Marge" filed can be used with certain printers (8 1/2 X 11) to facilitate regular invoice detachment. The first setting is used to indicate the number of inches :

Invoice Marge: [01] [00] [00] pour 1 pouce

while the second is used to indicate the number of lines.

Invoice Marge: [00] [03] [00] pour 3 lignes

Important - use either one or the other; not both at the same time. This system can be used on certain Roland and Panasonic printers which allows you to reverse the number of lines or inches before printing and the same values after.

INVOICE CONFIGURATION

In the next phase of your configuration, you have access to multiple entry screens which can be accesses by using *[F1]* for the next screen or *[Esc]* for the previous screen. Here, however, even with *[Esc]* the modifications are saved automatically.

The customization of your sales slips and the control parameters of your invoice are established during this phase. Pay very close attention to this section as it will allow you to configure your invoice as per your specific needs.

N.B. we suggest that you print each screen (via the *[Print Screen]* key) in this section once you have entered all the pertinent data. If, by error, your configuration settings change, you'll have an easier time restoring the original values.

Each work station may have its own invoice configuration.

STANDARD IDENTIFICATION

The first screen to complete is the Store Identification screen :

STORE IDENTIFICATION

```
Logo                 :  [LA BOUTIQUE DEMO INC.        ]
Store name           :  [MY STORE        ]
Cursor               :  [12],[12]
Color                :  [N]
Num Lock             :  [Y]
Delay                :  [0]
```

[F1] Advance **[Esc] Return**

INVOICE CONFIGURATION (con't)

Logo The logo is displayed upon entering the point-of-sale.

Store Indicate, for example, the branch name or the name of your store. This information will be indicated in the invoicing screen, on certain reports and product labels.

Cursor Indicate here the cursor code by which the cursor will appear - usually 7 or 12.

Color Are you working with a color or monochrome monitor? Or perhaps working with a color monitor in monochrome mode. For example, your Demo could be monochrome whlie your actual store in color.

Numlock If you wish to automatically have your ***[NUM LOCKS]*** active upon entering **InformaStock** enter ***[Y]***. Useful for certain computers, such as lap tops.

Delay To generate a message delay, depending on the speed of your processor, enter a value from 1 to 9 (seconds) so that you may have time to read the message displayed.

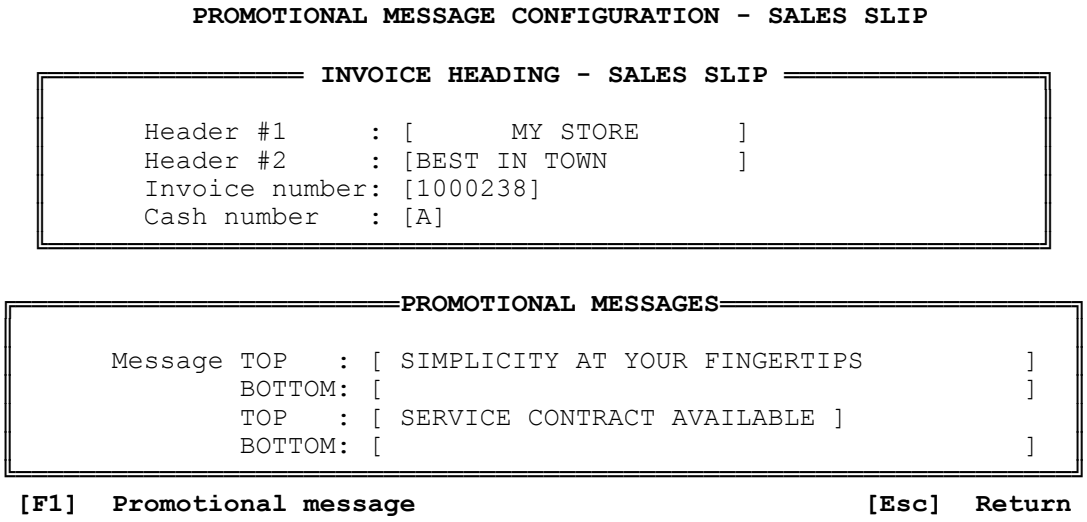
INVOICE CONFIGURATION (con't)

SALES SLIP CONFIGURATION

This section allows you to enter your store name as well as promotional messages that you wish to appear on your invoice.

You may modify this information at will according to seasons or special events.

Also, here, you can reset your invoice numbers and indicate, if need be, the cash number of the current point-of-sale or workstation.


PROMOTIONAL MESSAGE CONFIGURATION - SALES SLIP
INVOICE HEADING - SALES SLIP
Header #1 : [MY STORE]
Header #2 : [BEST IN TOWN]
Invoice number: [1000238]
Cash number : [A]
PROMOTIONAL MESSAGES
Message TOP : [SIMPLICITY AT YOUR FINGERTIPS]
BOTTOM: [ ]
TOP : [SERVICE CONTRACT AVAILABLE]
BOTTOM: [ ]
[F1] Promotional message
[Esc] Return

Header #1 This line will appear as the invoice heading of your sales slip. It will display in elongated text, thus only the first 20 characters will appear.

INVOICE CONFIGURATION (con't)

Header #2 This line will appear just below header #1, also elongated (Max 20 characters)

Invoice number Enter the number for which you want to start (or reset) the numbering sequence. If you are working on a network, each workstation must have a different identifying sequence : example - #1 : 1,000,000; #2 : 2,000,000 etc.

Cash number This is for those working on a network and need to identify each station during communication. (Example : day received from #1 : 010306.A01 etc).

Message TOP The first two lines of the promotional messages will print as a heading on the sales slip and at the bottom on the regular invoice.

Message BOTTOM The last two lines of the promotional messages will print at the bottom of the sales slip only.

Next press ***[F1]*** to access the printer/port settings configuration.

INVOICE CONFIGURATION (con't)

PORT CONFIGURATION

The following stage is to configure the parallel and serial ports of your computer. **This is usually done by the person who installs the software onto your system.**

Thus, you need not modify the entries found here, if you make no hardware changes to your system.

CONFIGURATION OF SERIAL/PARALLEL PORTS

```
                                                    ┌─ PRINTERS-LPT1 ─┐
SELECT PRINTER          LPT1  :  Regular invoice    │ SP-600     STAR │
                        LPT2  :  TM-300PD           │ SP-300     STAR │
                        SERIE :  NO PRINTER         │ DP-8340    STAR │
BAR CODE PRINTER        LPT1  :  NO PRINTER         │ NO PRINTER      │
SERIAL PRINTER PORT           :  NONE               │ REGULAR INVOICE │
CONTINUOS FORM (Y/N)          :  NO                 │ RP 265/267 EPSON│
                                                    │ TM-T80     EPSON│
CASH DRAWER PORT              :  LPT2               │ TM-270     EPSON│
CASH DRAWER CODE              :  25                 │ TM-300PD   EPSON│
SERIAL CASH DRAWER SPEED      :  9600 bauds         │ TM-L60     EPSON│
                                                    └─────────────────┘
Internal communication port   :  NO COMMUNICATION
Internal communication speed  :  NO COMMUNICATION
External communication port   :  COM3
External communication speed  :  2400 BAUDS

Display communication port    :  COM2
```

[F1] Advance **[Esc] Return**

Once this section is completed, we suggest you to print it via ***[PrintScreen]*** and to store it in a secure place for future referrals.

[F1] allows you to pass through this screen without modifications.

[Enter] to pass from one line to another without changing the entered information.

INVOICE CONFIGURATION (con't)

INVOICING PARAMETERS

This next section is extremely important so pay extra attention to the following details :

INVOICING PARAMETERS

FOR QUICK INVOICING, WHERE TO STOP (Y/N)

QUANTITY	: [N]	COULD YOU ENDORSE A CHECK	: [Y]
PRICE	: [Y]	MAXIMUM CHECK AMOUNT	: [100.00]
DISCOUNT	: [N]	MINIMUM LAY AWAY	%: [25]
CUSTOMER IDENTIFICATION	: [N]	MAXIMUM CASH AMOUNT	: [1200.00]
SALESMEN	: [N]	MAXIMUM AMOUNT PRODUCT LINE	: [0.00]

CAN DO WHEN INVOICING		**MISCELLANEOUS**	
□FREEZE PRICE	: [N]	SECURITY ON MENUS	: [N]
□ITEM CREATION	: [N]	NB OF DECIMAL FOR PRICE(2 OR 3)	[2]
□WILL YOU USE A CATALOG	: [O]	INTERNAL CASH REGISTER I.D	: [0]
WILL YOU USE A SKU	: [N]	PRINTING FONT	: [1]
□SPECIAL PRICE IN EFFECT	: [N]		
PST EXCLUDED GST	: [N]		
□CUSTOMER FILE CREATION	: [O]		
PAYMENT KEY [Home]	: [1]		
[PgUp]	: [2]	□AVAILABLE ONLY WITH INFORMASTOCK AND INFORMASTOCK AUTONOME PLUS	
[PgDn]	: [4]		

[F1] Next **[Esc] Return**

The preceeding control functions denoting the symbol □ are available only with **InformaStock** and/or **InformaStock Autonome Plus.**

Three sections make up this screen :

1) Quick invoicing
2) Invoicing controls
3) Miscellaneous controls

INVOICE CONFIGURATION (con't)

QUICK INVOICING

Enter Y or N depending on your preffered work method. If you enter N throughout, the invoicing will be extremely quick. The steps during invoicing will consist of only entering an amount and a payment method. Thus, for example, you may wish NOT to stop at the quantity field or the discount field - enter N accordingly. (Quantity will be by default, 1)

INVOICING CONTROLS

Freeze price: Cannot modify the prices of products without entering the manager password.

Item creation: Possibility of creating items as you invoice. The list of itmes created could be printed onto the cashier report.

Catalog : **Informastock** allows you to use a product catalog. This catalog contains all pertinent product information except historical details which enables you to save a considerable amount of hard disk space. These products can be transfered into your inventory during the invoice.

With catalog use, upon entering the item number in the invoice, **InformaStock** will search the product in your inventory. If the product does not exist, it will search the catalog.

INVOICING CONFIGURATION (con't)

Catalog: Require about our existing catalog interfaces. Conversion or preparation fees may apply.

SKU: SKU for non-inventoried items (ie:, seasonal products, used goods etc...) Entering Y will allow you to enter any product number during invoicing. Just enter the department for this item and the sale price. The sales statistics for these itmes will correctly comply without affecting your inventory.

N.B.: **You cannot use item creation with SKU use in the invoice.**

Promotion: Without indicating a promo date for your special price in the inventory file, and by having a special price indicated, by entering Y to this question, all articles will be priced to the special price during the invoice. If, however, a date is listed for the special price, this takes priority.

PST & GST: In Québec enter Y (Yes). Outside Québec, enter N (No). This allows you to calculate the provicial sales tax on top of the sub-total plus the GST.

Customer creation : Will you allow the creation of a customer file during invoicing?

INVOINCING CONFIGURATION (con't)

Payment key:

- ***[End]*** Even with stops active during the method payment, you may press ***[End]*** if your customer pays cash to accelerate the invoining process.

  With ***[End]***, the system will advance you to the payment information screen (with the total entered automatically in the Cash entry) so that you may enter the amount given, allowing the printing of the invoice.
  Si vous ré-appuyez ***[End]*** le montant tendu sera argent juste.

. ***[Home]***
. ***[PgDn]***
. ***[PgUp]*** You may enter your own methods of payment attributed to the quick keys listed on the left.

A window will display indicating the co-responding number with the method of payment. Enter a zero (0) if you do not wish to use the quick keys.

Checks: Enter Y to allow the exchange of customer checks during the invoice. If you accept checks, enter also the maximum check amount

A check exchange is not considered a check payment if the check amount is higher than the invoice total or if it used to pay a customer account balance. It is only a service offered to certain customers where you allow them to cash in the co-responding check amount. In order to do this, use the reserved word "CHEQUE" in the item number of the invoice

INVOICING CONFIGURATION (con't)

Deposits: If you allow minimal depsits on lay-aways, enter the amount in percent (%) for the minimal deposit or the minimum monetary amount ($).

Cash amount: Once the cash amount in the cash drawer surpasses the amount entered here, the system will alert you to withdraw some cash. Use the reserved word RETRAIT with a -1 quantity to withdraw the desired amount. This withdrawal will be included in the daily cash report.

You may continue invoicing even with the surpassed limit. A message will display between each invoice with a reminder to withdraw a cash amount.

Enter a zero (0) amount in order to bypass this function.

INVOICE CONFIGURATION (con't)

Prod. line amt: This parameter is very useful for businesses with a very small price limit (example $1 stores) or where maximum price verification is essential. Indicate the maximum amount (qty X price) that should normally not be surpassed by product line sales. The system limit is $9999.99.

MISCELLANEOUS CONTROLS

Security: Use this field to have security on certain **InformaStock** menus. However, some options will always require the manager's password.

Decimals: Indicate wether you wish to work with 2 or 3 decimals (reatail price only). e prix de vente) à 2 ou 3 décimals. However, the invoice total will always be 2 decimals.

Cash I.D: Cash identification for internal communication is used for installations with 2 or more work stations. Refer to your communications manual for further details.

Printing font: The print format indicated here is used by the regular invoice (8 1/2 X 7) only and the options are :

[0] for condensed
[1] for 12 characters per inch (standard)

INVOICING CONFIGURATION (con't)

15 PAYMENT METHODS

By continually pressing ***[F1]*** you will enter the PAYMENT TYPES screen. Enter here the payment methods your business allows.

Apart from the standard payment methods, you may enter up to six (6) other payment methods.

OPTIONAL PAYMENT TYPES

1)	ACCOUNT RECEIVABLE	[F]
2)	CREDIT NOTE	[N]
3)	DEBIT CARD	[D]
4)	US FUNDS	[U]
5)	GIFT CERTIFICATES	[ ]
6)		[ ]
7)		[ ]
8)		[ ]
9)		[ ]
10)		[ ]

ENTER ANY OPTIONAL PAYMENT TYPE. THESE PAYMENT TYPE WILL BE IDENTIFIED WHEN INVOICING, AND ON THE BALANCE SHEET.

[F1] Next **[Esc] Return**

Enter all the other payment methods allowed by your business. The system will automatically adjust the method windows and reports. Always enter the payment methods on the next available line.

The letters F, N, D and U entered between brackets are used internally by the transaction reports and communication with the head office. Also, for the other payment methods entered, you must provide a payment method code. You may enter payment methode from lines 5 through 10 at any time. The first three are fixed entries and cannot be modified.

INVOICING CONFIGURATION (con't)

15 PAYMENT METHODS

ATTENTION: Certain payment codes are reserved by the system. Please take note of the following reserved list :

C:	**C**ash	M:	**M**astercard
H:	c**H**eque	A:	**A**merican Express
V:	**V**isa	F:	accounts recei.
N:	Credit **N**ote	D:	**D**irect payment
U:	**U**S funds		

DO NOT LEAVE ANY BLANK LINES BETWEEN THE PAYMENT METHODS YOU HAPPEN TO ENTER.

BANK DEPOSITS

Upon again pressing ***[F1]***, the payment method screen for which you make a bank deposit appears :

BANK DEPOSIT

1) Cash	:	[Y]
2) Check	:	[Y]
3) Visa	:	[N]
4) MasterCard	:	[N]
5) Amer. Expr.	:	[N]
6) Acc. receiv.	:	[N]
7) Credit notes	:	[N]
8) Debit Card	:	[N]
9) US funds	:	[Y]

[F1] Next **[Esc] Previous**

The screen adjust according to the entries made in the previous screen (UP TO 15 PAYMENT METHODS)

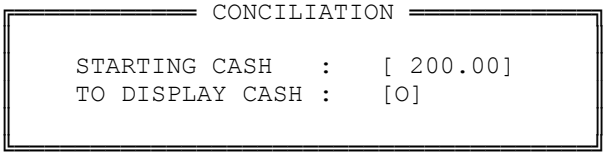
INVOICING CONFIGURATION (con't)

BANK DEPOSITS

Enter your choice (Y) for the methods that need to be deposited. This section serves only as a statistical indicator for the deposit calculations on your cash report.

Usually, cash and checks are deposited nightly. However, if your manual Visa deposits are handled by the same bank each day, enter Y next to Visa in the Bank Depsosit screen. If your MasterCard and American Express deposits are handled by a different bank or are deposited automatically or weekly, enter N in the appropriate field.

BALANCING CASH REGISTER
The last screen to enter date is the following :



Enter in the first field the base amount you leave in the cash register. This fixed amount will be considered as your base amount everyday.

DISPLAY CASH DURING CONCILIATION
If desired, you may display the cash amount in the category list of the daily closeout that should contain the cash drawer amount. If you enter No, the clerk will conciliate according to the cash drawer balance and may not notice an imbalance in the closing.

We suggest you enter zero (0) if your base amount varies from day to day , according to your previous balance deposit or the money available in store. However, by using the reserved word "CASH", enter the base cash drawer amount each morning to facilitae the conciliation of your daily closeout.

INVOICING CONFIGURATION (con't)

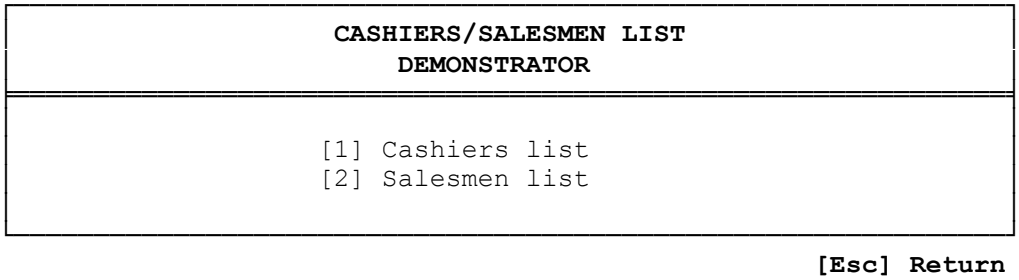
CONVERSION RATE FOR U.S. FUNDS

Enter here the conversion rate for for U.S. currency for invoicing. This percentage in your configuration will convert to American funds the the amount due by the customer and will indicate the change to remit in Canadian dollars.

Press ***[F1]*** to end this very important section of your configuration.

CASHIER / SALESMAN MENU

InformaStock allows you to enter 15 cashiers and 99 salesmen. Salesmen refer to cashiers concerning daily closeouts. However, the sales for each will be saved using the salesman number.



Enter the name of each cashier and salesman. With each name, a code will co-respond to the name for use during invoicing. This section will also allow you to generate security codes for each cashier and/or salesman.

CASHIERS /SALESMEN MENU (con't)

The screen to enter your 15 cashiers is the following:

CASHIERS LIST

		Name	Sécurity	Monthly Sales	Cumul. Sales
Cashier	1 :	[COMPTOIR]	[...]	15096.31	222216.84
	2 :	[SYLVIE]	[SYL]	460.46	10123.09
	3 :	[LUC]	[...]	1783.04	0.00
	4 :	[ ]	[...]		
	5 :	[ ]	[...]		
	6 :	[ ]	[...]		
	7 :	[ ]	[...]		
	8 :	[ ]	[...]		
	9 :	[ ]	[...]		
	10 :	[ ]	[...]		
	11 :	[ ]	[...]		
	12 :	[ ]	[...]		
	13 :	[ ]	[...]		
	14 :	[ ]	[...]		
	15 :	[ ]	[...]		

[F1] Save [F2] Delete [F3] Transfer [Esc] Quit

The cashiers concept is used with the DOS keyword to generate the cash drawer closings by X (temporary closeout) and the cashier responsible for the closeout (CAISSIER). The cashier's number is needed before each invoicing. Meanwhile, you may continue to register each salesman on each invoice. Also the sales for each commissioned salesman are entered with security by the cashier.

If the cashier concept is not used, only the salesmen list will be considered.

CASHIERS / SALESMEN MENU (con't)

You enter the salesmen list in the following screen :

SALESMEN LIST

Name	Security	Monthly Sales	Total Sales
Salesman 1 : [COMPTOIR]	[...]	15096.31	222216.84
2 : [SYLVIE]	[SYL]	460.46	10123.09
3 : [LUC]	[...]	1783.04	0.00
4 : [ ]	[...]		
5 : [ ]	[...]		
6 : [ ]	[...]		
7 : [ ]	[...]		
8 : [ ]	[...]		
9 : [ ]	[...]		
10 : [ ]	[...]		
11 : [ ]	[...]		
12 : [ ]	[...]		
13 : [ ]	[...]		
14 : [ ]	[...]		
15 : [ ]	[...]		

[F1] Save [F2] Remove [F3] Transfer [Esc] Quit

You may enter up to 99 salesmen each with 15 characters. The total sales is by each salesman. This is not the section where you could see your total store sales. The total sales are not detailed, consult instead the statistical sales reports.

We recommend that you enter as salesman #1 as the one who is most frequently on the floor.

For both lists:

[F1] Allows you to save the data entered.

[F2] Allows you to erase an employee from the list. Position the cursor onto the employee line and press ***[F2]***.

[F3] To print onto a sales slip each list.
[F4] To transfer the monthly sales to total sales.
[Esc] Quit without saving.

COMMENTS LIST

This section of the configuration is where you enter the most common comments used by your business. Also, it is no longer required to stamp "ALL SALES FINAL" on the invoice since the system will do it for you!

COMMENTS LIST - PRODUCTS

```
Comment      1: [GARANTEED 2 YEARS          ]
             2: [DRY CLEAN ONLY             ]
             3: [NO REFUNDS                 ]
             4: [                           ]
             5: [                           ]
             6: [                           ]
             7: [                           ]
             8: [                           ]
             9: [                           ]
            10: [                           ]
            11: [                           ]
            12: [                           ]
            13: [                           ]
            14: [                           ]
            15: [                           ]
            16: [                           ]
            17: [                           ]
            18: [                           ]
            19: [                           ]
            20: [                           ]
```

[F1] Save [Esc] Return

You may enter up to 20 comments each consisting of twenty-five (25) characters.

These comments are accessed via the ***[?]*** upon entering items in the inventory screen, printed comments field and upon entering the ***[?]*** in the description field of the invoice.

DEPARTMENT MANAGEMENT

This section allows you to enter all the departments (or categories) used in your business.

DEPARTEMENT LIST

	#	Description	Tax prov	Tax fed.	Rate prov	Rate fed.	Profit	DEPT SALES
Departement 1:	000	SALES DISCOUNT	P	F	7.50	7.00	0.00	O
2:	010	COSMETICS	P	F	7.50	7.00	0.30	O
3:	020	DECORATION	P	F	7.50	7.00	0.70	O
4:	030	AUTO SUPPLY	P	F	7.50	7.00	0.65	0
5:	999	PERFUME	P	P	7.50	7.00	0.50	0
6:	ABC	BOTTLE REFUND	N	N	0.00	0.00	0.00	N
7:								
8:								
9:								
10:								

[F1] Save **[F2] Remove** **[F3] Print** **[Ins] Insert** **[Esc] Return**

Up tp 99 departments each consisting of 15 characters (15) may be entered. **However, the first department on the list MUST ALWAYS BE department 000 SALES DISCOUNT.** This is used by the global discount function. As required by gouvernmental laws, this discount is taxable.

You move from department to department via the up/arrow keys or the ***[ENTER]*** key.

You can also access the departments by using the ***[?]*** while entering products in the inventory screen or in the descrption field in the invoice screen. For each department created, a PLU (inventory) is automatically added for invoicing with this number.

You can also change an already existing department number. The system will replace all items under the old number and replace it withe new department number.

DEPARTMENT MANAGEMENT (con't)

Department # could be numbers, letters or both.

Description enter the name of the department (max 15 characters)

Tax enter P for provincial, F pour federal and N for non-taxable.

Tax rate in percentage, the rate established by the governments.

Profit enter the decimal value. This field represents the average profit in sales by department. Also, depending on the retail price entered in the invoice, the cost and profit will be calculated using the value entered here.

Dept.sales enter Y (YES) for sales that affect your sales statistics or N (NO) for unaffected sales.

InformaStock allows you to separate non-sale departments, that is, sales that do not affect sales statistics; (example - bus pass sales, lottery tickets, bottle returns...). The daily closing report as well as auxiliary report will consider these types of departments.

[F1] to save the newly entered departement. A compilation follows as well as a re-indexation of all added departments. Important to note that you should not interupt this process.

[F2] to remove a department - with the condition that no product belongs to this department.

[F3] to print (sales slip) the department list.
[Esc] to return to the Configuration menu without saving.

GENERAL LEDGER MENU

ACOUNTING LINK

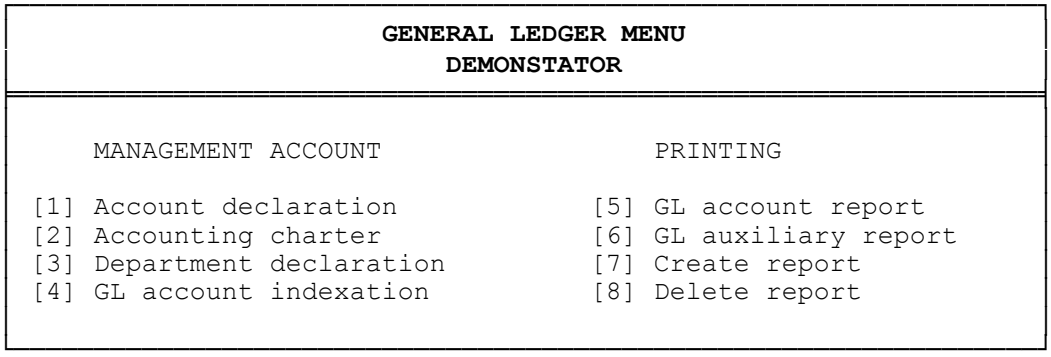
InformaStock makes it possible to import your income and transaction management data into certain accounting software. Also, a daily entry of all your invoice transactions into your general ledger could also be possible.

With the Fortune 1000 general ledger and account using six (6) or seven (7) numbers, use the DOS keyword GLIMP70.

An automatic link with the daily closing's cash report is also possible.

You also have the option of having a manual link for a given day or period.

If, however, you do your own accounting or use non-compatible accounting software with **InformaStock** ,you should use the auxiliary report to obtain the required information (from a specific start date to another) and then enter the data into your general ledger manually.



GENERAL LEDGER MENU (con't)

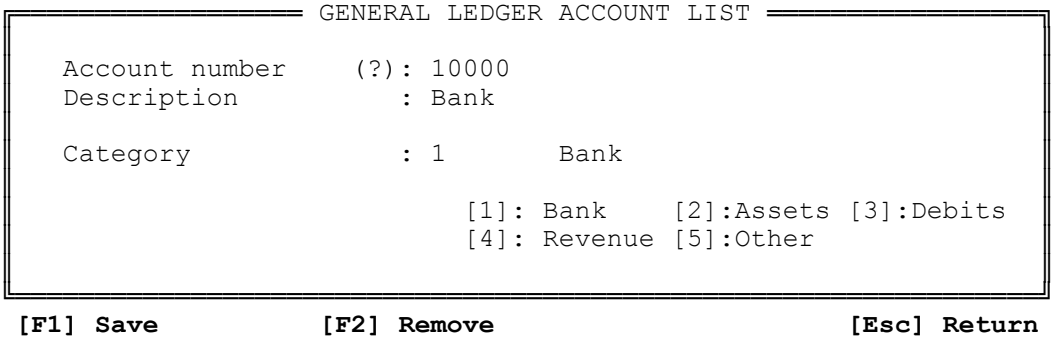
Account declaration

This is the first step to establishing an accounting interface. It consists of declaring each general ledger account to establish a link between your general ledger and your point-of-sale. The nomenclature of your accounts should be consistent within your system in order to have automatic integration .

The system could, by default, generate an chartered account; currently the default used is **Concept-InformaStock.**

Print the list of grand ledger accounts and examine the necessary accounts for an accounting link with your cash or workstation. If you use the default charter, modify or delete the accounts that do not have the same nomenclature and create equivalent accounts.

It is with this screen that tou enter, in **InformaStock**, your general ledger accounts.



[F1] to save the new account.

[F2] to erase an account. Remember to check if it was used in your chartered account and enter the number of the account that replaces the deleted one.

[Esc] to return to the General ledger menu.

GENERAL LEDGER MENU (con't)

CHARTERED ACCOUNT

A chatered account is mandatory in establishing an accounting link. The left column represents the required general ledger categories used for accounting entries from your daily closings. The right column represents general ledger accounts co-responding to your account management.

Once you have entered the accounts in the account designation, you attribute them for each invoice activity or transaction generated by **InformaStock.**

CHARTERED ACCOUNT - PAYMENT METHOD

BANK	1)	CASH	:[10100]	CASH
	2)	CHECK	: 10110	CHECK
	3)	VISA	: 10300	VISA
	4)	MASTERCARD	: 10400	MASTERCARD
	5)	AMERICAN EXPRESS	: 10500	AMERICAN EXRESS
ASSETS	6)	ACCOUNTS RECEIVABLE	: 12000	ACCOUNTS RECEIVABLE
DEBITS	7)	CREDIT NOTES	: 22200	CREDIT NOTES
BANK	8)	DEBIT CARD	: 10200	DEBIT CARD
	9)	US FUNDS	: 10610	US FUNDS
	10)	MISCELLANEOUS	: 10620	MISCELLANEOUS
	11)	UNDEFINED PAYMENT	: 10620	UNDEFINED PAYMENT
	12)	UNDEFINED PAYMENT	: 10620	UNDEFINED PAYMENT
	13)	UNDEFINED PAYMENT	: 10620	UNDEFINED PAYMENT
	14)	UNDEFINED PAYMENT	: 10620	UNDEFINED PAYMENT
	15)	UNDEFINED PAYMENT	: 10620	UNDEFINED PAYMENT
	16)	CASH WITHDRAWAL	: 10100	CASH WITHDRAWAL

[F2] Next [Esc] Return

GENERAL LEDGER MENU (suite)

After having entered a general ledger account for each payment method paiement, press ***[F2]*** to continue onto the next screen.

CHARTERED ACCOUNT - MANDATORY ACCOUNTS (2)

ASSETS	1)	PETTY CASH	:[11000]	PETTY CASH
	2)	SUPPLIER COUPONS	: 11010	SUPPLIER COUPONS
	3)	ACCOUNTS RECEIVABLE	: 12050	ACCOUNTS RECEIVABLE
	4)	INVENTORY	: 13500	INVENTORY
DEBITS	5)	PST RECEIVED	: 21400	PST - SALES
	6)	GST RECEIVED	: 21600	GST - SALES
	7)	OTHER TAXES	: 21700	OTHER TAXES
	8)	SPECIAL ORDERS	: 22100	SPECIAL ORDERS
REVENUE	9)	SALES	: 40100	SALES
	10)	INTEREST - ACCOUNTS	: 45000	INTEREST - ACCOUNTS
MISCEL.	11)	SALES DISCOUNT	: 42000	SALES DISCOUNT
	12)	INVENTORY VARIATION	: 52500	INVENTORY VARIATION
	13)	NON-SALE DEPARTMENT	: 43000	NON-SALE DEPARTMENT

[F2] Next screen **[Esc] Quit**

To ignore the use of inventory variation, enter account 000000 No variation. In this case, account 000000 must already have been created in the account declaration (Option 1).

GRAND LEDGER MENU (con't)

DEPARTMENT DESIGNATION

You must declare a general ledger account for each existing department. By default, the chartered account declares a general ledger account entered as "Sales - product" in your chartered account - (see previous section).

DEPARTMENT DECLARATION - GENERAL LEDGER ACCOUNT

	#	Description	Sales	
Département	1:000	SALES DISCOUNT	[41000]	SALES DISCOUNT
	2:010	COSMENTICS	[40100]	SALES - PRODUCT
	3:020	DECORATION	[40100]	SALES - PRODUCT
	4:030	AUTO PARTS	[40100]	SALES - PRODUCT
	5:...	.....	.....	
	6:...	.....	.....	
	7:...	.....	.....	
	8:...	.....	.....	
	9:...	.....	.....	
	10:...	.....	.....	

[F1] Save [Esc] Return

N.B.: For each department created with InformaStock, you must specify the associated general ledger number.

This option allows you to organize your sales or group numerous departments in **InformaStock** in one general ledger category.

The auxiliary report will print each department with the associated general ledger category. However, if you use a compatible accounting software with **InformaStock**, the general ledger category representing the numerous departments will reflect the total of all the departments.

GENERAL LEDGER MENU (con't)

INDEXATION ACCOUNT GL

Used if you have trouble printing a general ledger account list or creating a new general ledger account. Reindex these accounts. It is recommended to use this option after the initial creation of the accounts.

Print on screen or on 8½ x 11 paper, all the general ledger accounts entered with **InformaStock** (step 1 - option 1).

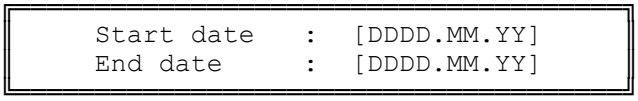
GL AUXILIARY REPORT

Print on screen or on 8½ x 11 paper, for a period interval (from start date to end date) the auxiliary report of invoice sales and transactions in a general ledger format.

The auxiliary report indicates the total amount for the desired period according to the debit and credit columns.

CREATE REPORT

This option allows you, for a given period, the auxiliary report entries directly into a general ledger module compatible with **InformaStock**.

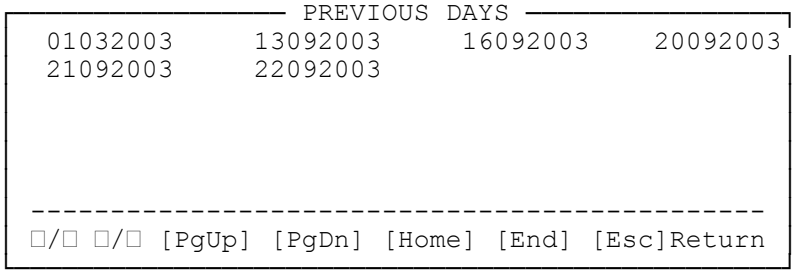


[Esc] Quit

GENERAL LEDGER MENU (con't)

CREATE REPORT

If there is no daily closeout for one of the dates entered, the following window displays th available dates that have a daily closeout :

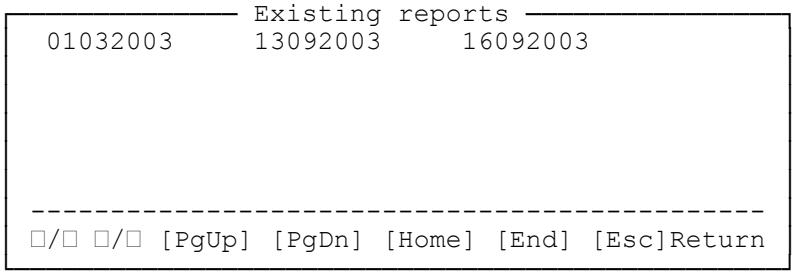


Generating a report prints into an ASCII-format file, your auxiliary report.

No printout is issued - only the preparation of the file. Once terminated, you are returned to the General ledger menu.

DELETE REPORT

This option allows you to erase a report . The following window displays :



GENERAL LEDGER MENU (con't)

The following is an example of your auxiliary report:

INFORMASTOCK — Thursday, August 31 1995
DEMO — 18:35, PAGE: 1

GENERAL LEDGER AUXILIARY REPORT

From 31/08/95 to 31/08/95

	# ACCOUNT	DESCRIPTION	DEBIT	CREDIT
1)	10100	CASH	1842.38	
2)	10110	CHECK	0.00	
2)	10200	VISA	0.00	
3)	10300	MASTERCARD	0.00	
4)	10400	AMERICAN EXPRESS	0.00	
7)	12000	ACCOUNTS RECEIVABLE	5267.63	
8)	12050	ACCOUNTS RECEIVABLE (Lay-aways)	0.00	
5)	10500	OTHER METHODS	0.00	
6)	10600	PETTY CASH	0.00	
9)	13500	INVENTORY		1675.78
10)	21400	PST TAX - SALES		427.12
12)	21600	GST TAX - SALES		437.24
13)	22100	SPECIAL ORDERS		0.00
14)	22200	CREDIT NOTES		0.00
15)	40100	EQUIPEMENT		35.00
16)	40100	SOFTWARE		2471.75
17)	41000	SUPPLIES		1301.80
18)	41000	SERVICE CONTRACT		2257.50
19)	41000	DELIVERY		23.00
20)	40100	LABOR		180.00
21)	40100	MISCELLANEOUS	15.90	
22)	40500	INTEREST - ACC. REC.	0.00	
23)	41000	SALES DISCOUNT	7.50	
24)	52500	INVENTORY VARIATION	1675.78	
			8809.19	8809.19

N.B.: The total debits should always equal the total credits. If it does not, there is a daily closeout imbalance for the period requested.

GENERAL LEDGER MENU (con't)

The total of the inventory variation should equal the inventory total. **InformaStock** allows you to calculate the inventory variation. Thus, your general ledger category will always be up to date, according to the generated sales.

The total of the accounts receivable co-responds to the total sales - the total payments. If the total payments surpass the total sales, the total will be entered in the credit column.

The payment methods used normally increase the cash drawer amount (bank category) as well as the accounts receivable of your accounting. Accounts receivable considered active while credit notes inactive.

Also active are (normally a debit) petty cash, supplier-coupons, lay-aways and the inventory. As for the inactive, taxes and special orders (usually a credit). Accounts receivable interest and the department-sales category are also listed in the credit column. For the last three accounts, you could establish another general ledger category - example : sales discounts (crédit) always in negative (thereby being a debit).

GENERAL LEDGER MENU (con't)

ACCOUNTINNG LINK WITH CONCEPT OR FORTUNE 1000

Make sure that the Concept ou Fortune 1000 is properly installed in the following directory :

Concept	**C:\CONCEPT**
Fortune 1000	**C:\FORTUNE or F1000.DTA**

Inside the **C:INFOSTOC\TRANSFER** directory, you should have the file **(LIEN.COM)** containing the following information :

a) the name of the accounting software
b) the directory where the software is located allowing the access of the file GLIMPORT.XXX (XXX=000..999)
c) the word AUTO ou MANUEL for an automatic or manual generation

Example :	**lien.com**	**or**	**lien.com**
	Concept		**Fortune**
	C:\CONCEPT\DEMO		**C:\F1000.dta\DEMO**
	auto		**manuel**

OPTIONS MENU

This option allows you to initialize certain options available with **InformaStock.**

OPTIONS - AVAILABLE

#	Description	Active	#	Description	Active
1	Multi-company	No	A	Client purchase order	No
2	Personalization	No	B	Schedule and budget	No
3	Import-Export	No	C	Porable management	No
4	Communication	Yes	D	Batch management	Yes
5	Sku with cost	No	E	Massive ajustment	No
6	Customer Files/Caisse	No	F	Telematic module	No
7	Ticket	Yes	G	Mailing with Word/WP	No
8	Store consolidation	Yes			
9	Store communication	Yes			

ACTIVATION - OPTION

OPTION DESIRED : [ ]

YOUR ACTIVATION KEY IS : [........]

[Esc] Return

For more details on the options available, consult your sales representative or Informastock.

COST ENCODED

For those with the inventory module, **InformaStock** allows you to define a cost code (or mask) that represents the cost of the products in your inventory. Once coded, this cost could appear on certain product labels or in the invoice with the security on menus activated.

COST ENCODED CONFIGURATION

0	===>	Z
1		U
2		D
3		T
4		Q
5		C
6		S
7		P
8		H
9		N
00		W
000		Y

[F1] Save [F2] Verify [Esc] Return

You may verify the results of your code for a specific cost by pressing ***[F2]***. For example - (taking the above) :

Your cost : 14.95 Your coded cost : UQNC

COLORS/SIZES MENU

This option allows you to define a specific color and size chart for certain items. You can define up to 99 colors and 99 sizes.

```
┌──────────────────────────────────────────────────────────────┐
│                    SIZES/COLORS MENU                         │
│                    DEMONSTRATOR                              │
├──────────────────────────────────────────────────────────────┤
│                                                              │
│                    [1] List of sizes                         │
│                    [2] List of colors                        │
│                                                              │
└──────────────────────────────────────────────────────────────┘
                                                [Esc] Return
```

LIST OF SIZES

```
╔══════════════════════════════════════════════════════════════╗
│                NAME       DESCRIPTION                        │
│──────────────────────────────────────────────────────────────│
│                                                              │
│ SIZE       1: [XS ]  [EXTRA SMALL    ]                     │
│            2: [S  ]  [SMALL          ]                     │
│            3: [M  ]  [MEDIUM         ]                     │
│            4: [L  ]  [LARGE          ]                     │
│            5: [XL ]  [EXTRA LARGE    ]                     │
│            6: [8.0]  [8 REG.         ]                     │
│            7: [8.8]  [8 1/2          ]                     │
│            8: [   ]  [               ]                     │
│            9: [   ]  [               ]                     │
│           10: [   ]  [               ]                     │
│           11: [   ]  [               ]                     │
│           12: [   ]  [               ]                     │
│           13: [   ]  [               ]                     │
│           14: [   ]  [               ]                     │
│           15: [   ]  [               ]                     │
╚══════════════════════════════════════════════════════════════╝
  [F1] Save [F2] Remove [F3] Insert [F4] Print [Esc] Quit
```

SIZES/COLORS MENU (con't)

Same functions for the colors list.

LIST OF COLORS

	NAME	DESCRIPTION
Color	1: [000]	[NONE]
	2: [001]	[BLACK]
	3: [002]	[WHITE]
	4: [010]	[YELLOW]
	5: [100]	[BLUE]
	6: [ ]	[ ]
	7: [ ]	[ ]
	8: [ ]	[ ]
	9: [ ]	[ ]
	10: [ ]	[ ]
	11: [ ]	[ ]
	12: [ ]	[ ]
	13: [ ]	[ ]
	14: [ ]	[ ]
	15: [ ]	[ ]

[F1] Save [F2] Remove [F3] Insert [F4] Print [Esc] Quit

[F1] to save your entries and modifications.

[F2] to remove a size or color from the list.

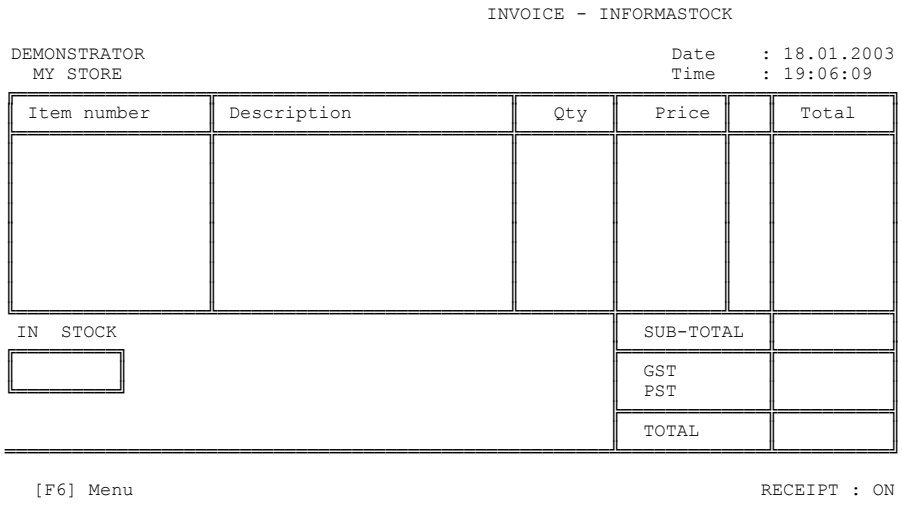
[F3] to insert a color or size between two existing colors or sizes.

[F4] to print (sales slip) the list.

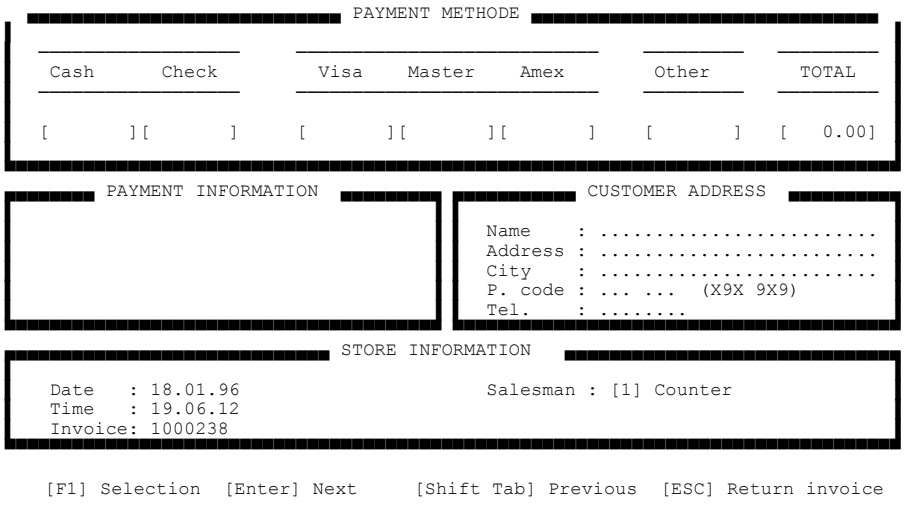
[Esc] to quit without saving.

Once your configuration is completed, you are now ready to invoice with your **InformaStock** point-of-sale. You will be invoice with the following two screens :

1st screen - invoice **InformaStock**:



2nd screen - invoice **InformaStock**:



THE INVOICE IN GENERAL

PLU open (Price Lookup Unit)

Available with all **InformaStock** point-of-sale.
Department numbers from 1 to 3 character(s) allowing invoicing as would a cash register. This is a basic function which permits you to invoice without first creating all your products or your SKU masks.

In the invoice, always enter the product price for this department for it is always set to zero (0). 98 PLU's (departments) are available.

PLU (product)

Available with all software using inventory.

A PLU corresponds to an inventory record. Attached to this record is the product description, price, cost ... In the invoice, just confirm the price (if necessary).

SKU invalidated (Stock Keeping Unit)

Available with all **InformaStock** point-of-sale except if you use SKU validated.

Allows you to invoice with product numbers that are not inventoried. Practical for seasonal items, made-to-measure items etc... Keeps track of all sales statistics without affecting your inventory.

In the invoice, enter a product number. The cursor moves to the description field. Enter a department number or press ***[Enter]*** and choose the appropriate department for the product. You can then change the description or accept by again pressing ***[Enter].*** Complete the line.

THE INVOICE IN GENERAL (con't)

SKU invalidated (Stock Keeping Unit)

In case of error in your SKU, complete the line, press the UP ARROW key to return to the previous line and press ***[Del]*** so that you may restart the SKU.

SKU validated

Available only with **InformaStock Caisse**, your software becomes an **InformaStock Caisse Sku**.

Depending on a pre-defined mask, all SKU entries will be validated to search for department number, sub-department and cost for each item. All SKU's are uniform in length.

In the invoice, enter only the price of the product. The system can calculate the true profit on your SKU's. (See Sales Rpeorts).

49 LINES /INVOICE

The invoice has a 49-line capacity. However, only eight lines per screen are displayed. In the item number column use the UP/DOWN arrow keys to navigate from line to line.

The use of line-to-line printing allows you to surpass this capacity but is valid only on sales slip format and no screen corrections are possible. Instead, you may have to use the return-product function.

THE INVOICE IN GENERAL (con't)

SKU CORRECTIONS

Delete the invoice line with ***[Del]*** and re-start using the proper number.

PLU CORRECTIONS (product-department)

Only the quantity, price and discount can be modified. Position the cursor on the number entered and press ***[Tab]*** (if the line is blocked), next press ***[Enter]*** and the cursor brings you to the quantity column. Modify the necessary information. Again, complete the line to move to the next line.

REMOVING A PRODUCT

To completely remove a line, position the cursor on the item number column of the line to remove and press ***[Del]***. If not positioned in the item number column, only the field where you are positioned is erased.

N.B.: ***[Del]*** on the only item entered will erase the complete line. Furthermore, pressing ***[Del]*** will re-initialize all invoice functions already activated in the invoice so that it is not necessary to quit the invoice and return to remove erroneous product entries.

COMMENTS

In the description column, it is possible to enter commnets (more detailed information, special information etc.).

On the line desired, use the LEFT ARROW ***[->]*** to position the cursor onto the description field. Enter the necessary comment (maximum 25 characters).

Also in the description field, using the ***[?]*** or ***[Enter]*** keys you may activate a list of up to 20 comments entered during configuration - (see configuartion). You may then select a comment from the list using the UP/DOWN arrow keys and pressing ***[Enter]*** when the cursor is on the comment you wish to select.

THE INVOICE IN GENERAL (con't)

INSERT

To insert a transaction, blank line or comment between two existing transactions, position the cursor onto the line where you want to insert and press the ***[Ins]*** key followed by the missing information.

N.B.: Using blank spaces to "air" existing transactions is accepted only in the regular invoice format.

DELETE

To delete an already-started invoice, press ***[Esc]*** and enter 'Y' to the question displayed or press ***[Del]*** on each line of the invoice.

RESERVED WORDS

RESERVED WORDS are used to accelerate certain invoice functions. All other transactions are not permitted with the use of these words. Just enter the reserved word in the item number field and proceed as follows :

The reserved words are :

1) **000** Your first department listed is 000 (Sales discount). You cannot delete this department. This allows you to issue a cash discount before taxes by indicating -1 int the quantity field. Example:

000	SALES DISCOUNT	-1	10.00	-10.00

Thus, with 000 you can issue a discount manually for the items entered on your invoice.

THE INVOICE IN GENERAL (con't)

2) **PAID OUT** To enter all deposits and withdrawals from your cash drawer in the form of petty cash. Used for purchasing supplies, adding money to the till etc.

To withdraw $10, enter -1 in the quantity column and the amount (in positive) to withdraw.

To deposit money into the drawer, re-enter **PETTY CASH** in the item number column and enter 1 in the quantity column (positive) and the amount of the addition.

	Qty	Price	Total	
PETTY CASH	-1	10.00	-10.00	(WITHDRAWAL)
PETTY CASH	1	3.01	3.01	(ADDITION)

3) **CHECK** This reserved word is used only for an **exchange** of a check at the counter, ie : a client or employee wants to exchange a check without making a purchase. Verify if this function is valid according to your invoice parameters.

The quantity should be 1 and the amount of the check to exchange. Press ***[F1]*** and in the Payment information section, the change automatically represents the amount of the check.

4) **COUPON** Used only to register supplier coupons in the first invoice screen without a validation of the coupons. This type of discount is non-taxable and reduces the the amount due without using the coupon payment method. **This reserved word can be used with other invoice transactions.**

THE INVOICE IN GENERAL (con't)

5) **DISCOUNT** Used for when issuing a manual discount on a customer account. Terminate the transaction with the customer account payment method. This type of discount is non-taxable and the quantity is automatically -1.

6) **INTEREST** Used to add or insert an interest charge on a customer account in particular. Terminate the transaction with the customer account payment method. The quantity may be positive or negative.

7) **NOTE** Only used for issuing credit notes on fixed amounts and no-refund merchandise. Type the word **NOTE** and the amount in the price column. Remit the credit note to the customer for proof of available credit. When the customer makes a purchase using the credit note, the CREDIT NOTE payment metod must be selected.

   The customer is resposible for using the credit note or not. It is possible to print a double-invoice for internal control.

8) **PAYMENT** Used to register a payment (customer account) into your daily closeout. For further details, see the section on balance-due or invoice-by-invoice in your customer accounts. Quantity could be positive or negative.

9) **WITHDRAWAL** Allows you to remov money from the till at any time. Used in conjunction with the amount entered in the "Maximum amount in cash drawer" in the configuration. Withdrawals will be entered on the daily closeout reports.

INVOICING

Once the date and time are correctly entered, you are automatically brought into the invoice or from the Main menu, press ***[1]*** **Invoicing menu.**

INVOICE - INFORMASTOCK

DEMO **Date :** 15.08.96
MY STORE **Time :** 13:45:24

Item number	**Description**	**Qty**	**Pric**e		**Total**
1269151	PEARL COLLAR	1	299.99		299.99
#08-20	PILLOW	4	16.75		67.00
		5	**SUB-TOTAL**		366.99
IN STOCK			**GST**		25.69
			PST		25.52
23			**TOTAL**		418.20

NUMBER OF LINES ENTERED: 2

[F6] Menu **RECEIPT: ON**

The store name appears on the left while the date and time displays on the top right. For available functions, press ***[F6]*** (see section 3 - Special functions).

If you press ***[Esc]*** in this screen, you will enter the invoicing sub-menu. If you have already started an invoice the system will ask for confimation on destroying the invoice.

Enter ***[Y]*** for invoice destruction and for exiting the invoice.

INVOICING (con't)

For those using **Caisse** and **Caisse Sku**,the IN STOCK box will not appear, having no inventory management.

Those using **InformaStock** and **InformaStock Autonome Plus**, the IN STOCK box will indicate the quantity remaining in-store for each item you enter on the invoice. The quantity you have just invoiced has already diminished your stock.

You also have a item counter. Also for each item you enter on the invoice, **InformaStock** will indicate the total quantity of products invoiced.

INVOICING (con't)

You are now ready to invoice. Here is how to proceed :

* Enter the item number (maximum 16 characters), the SKU number or the PLU department and press.....***[ENTER]***

* Enter the quantity sold (default 1) and press.....***[ENTER]***

* Enter the price and press.....***[ENTER]***

* In the untitled column you may enter a discount percentage (i.e., type 10 for 10 and [ENTER]. This would apply to only the one item you just entered. If there is no discount on the item, press.....***[ENTER]***

* The total for the item, sub-total, taxes and grand total calculates automatically and appear in the appropriate columns.

Repeat this process for each item sold.

* The sub-total, taxes and invoice total re-calculates for each item entered.

* To quickly complete your invoice, press :

[END] [END] for cash transactions with exact amount
[END] +amount given for cash transactions with change due
[HOME] for Visa transactions
[PgUp] for MasterCard transactions
[PgDwn] for Direct Payment transactions

PAYMENT METHODS

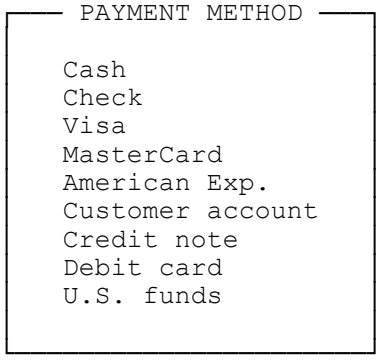
On top of the quick keys ***[END][END], [HOME], [PgUp], [PgDn],*** you also have access to finalization keys. Just follow these steps :

USING THE FINALIZATION KEYS

1) Enter the items sold
2) In the "Item number" column, enter the amount received (i.e., $20.00 for a total of $18.65).
3) Press [END] for cash transactions or press a pre-programmed key for another payment method .
4) The invoice automatically registers.

In the case of cash payments, the change due, as before, is displayed on the lower left of the invoice.

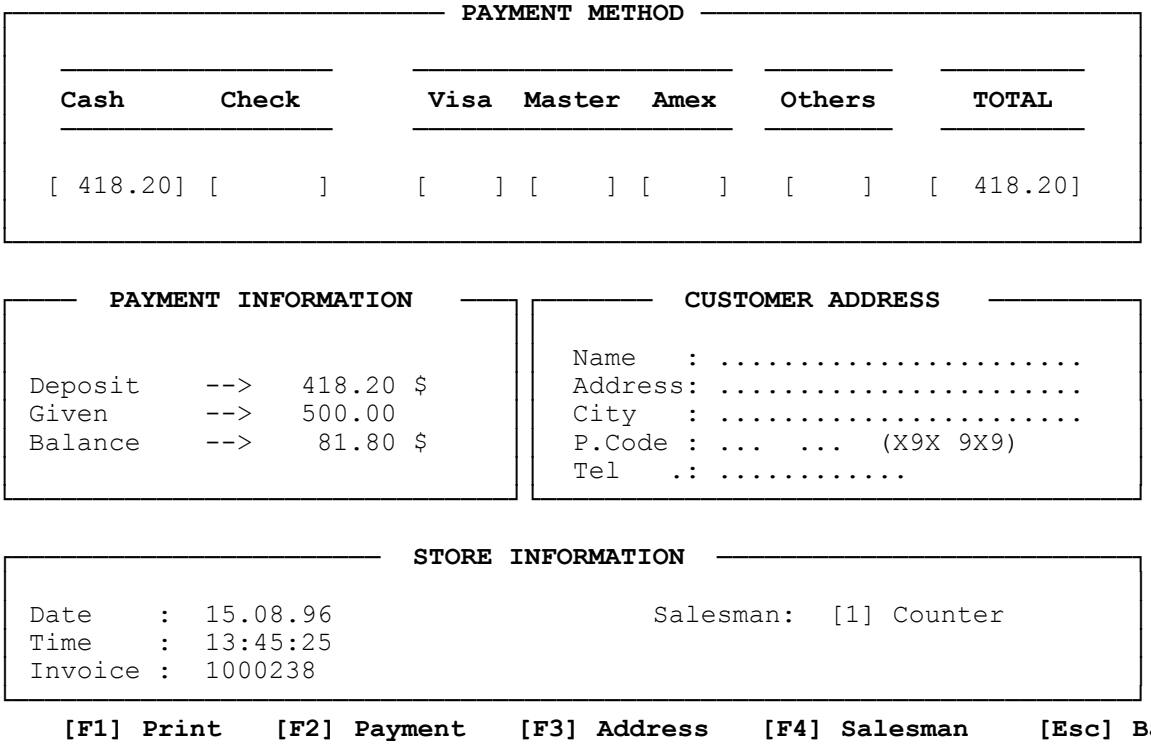
If the amount of the payment is inferior to the total invoice, the following window appears in the second screen of the invoice so that you may choose a second payment method:



This rapid function could be activated with the Maximum amount line of your configuration. Thus, in conjunction with the maximum amount, you maintain control on all entries made with rapid payments.

PAYMENT METHODS (con't)

To manually choose your payment method, press the ***[F1]*** key to access the invoice's second screen. The following window appears :



Choose the payment method using ***[Enter]***, the arrow keys, ***[Tab]*** or ***[Shift][Tab]*** and then press ***[F1]*** to select.

Depending on the payment method chosen or the function that brought you to this screen, more information may need to be entered. Complete the required information and press ***[F1]*** to continue.

Always verify your options bar at the bottom of the screen. These may change depending on the steps to follow.

PAYMENT METHODS (con't)

At the end of the invoice entries, ***[F1]*** and ***[Esc]*** will blink, indicating which keys are available to press for completion.

[F1] will finally print the invoice and save the transactions to disk and ***[Esc]*** will return you to the first invoice screen.

You may use two different payment methods (and only two) for the same invoice. Place the cursor over the first payment method and enter the amount to pay with this method.

The balance can then be "carried" onto the next payment method. Notice that the balance moves along with the cursor. Press ***[F1]*** to select the second payment method.

Upon entering a customer address, if you wish to save this information, press ***[F10]*** once the cursor is positioned in the customer name field. This information can later be used with a word processor in order to prepare a mailing list for promotional purposes. (Contact your sales representative for more information).

N.B. : 1) If the wrong payment method was entered, simply return to the payment method (using ***[Esc]***) and enter zero (0) and carry the balance to the proper payment method and then press ***[Enter]***.

2) While on the payment method line, use the arrow, ***[Tab]*** or ***[Shift][Tab]*** to move from payment to payment.

PAYMENT METHODS (con't)

Price entry system FOR DOS ONLY WITH WINDOWS YOU MUST ENTER UN DOT

The following lists the system to be used for entering prices :

Number entered	[ENTER]	Corresponding amount
1 2 9	"	$ 1.29
1 0	"	$ 10.00
0 . 5 0	"	$ 0.50
0 5 0	"	$ 0.50
1 0 0	"	$ 1.00
1 0 0.0 0	"	$100.00
1 0 0 0 0	"	$100.00
5 0	"	$ 50.00
2 5 0	"	$ 2.50
6	"	$ 6.00
- 2. 0 0	"	-$ 2.00

You must enter the decimal for amounts less than $1.00 or enter 0 plus the cents. If you enter only two digits, the system will interpret these as dollars. If three digits or more are entered, the last two digits will be considered as cents.

Cash payment ***[F1][F1]*** **Amount** ***[Enter]***

If the payment method chosen is cash, the cursor will move to the Payment information section after pressing ***[F1]***.

The program will then calculate the change due. If the amount paid is insufficient, a warning message will appear and you will have to re-enter the amount.

Press [End] and enter the amount given ***[End]*** **Amount** ***[Enter]***

If you use the rapid invoice with ***[End]***, the cursor will move, after entering the amount, to the next stop depending on your invoice parameters. If no stops were defined, the invoice will print immediately.

PAYMENT METHODS (con't)

Press [End][End] for exact amount payments ***[End][End]***

Pressing ***[End]*** twice the invoice will print immediately.

Payment by check

Press ***[Enter]*** once and the amount will move to the check payment. Press ***[F1]*** and the cursor moves to the customer address field.

The entering of the name and telephone number of the customer is obligatory. You could also use the address field as customer identification data if necessary. Use the ***[F10]*** mailing function or Duplicate invoice to conserve the customer ID.

Continue as in the preceding section.

For a check payment superior to the invoice total,enter the check total in the check field. Press ***[F1]*** and enter zero (0) for amount received and the change due will be the difference between the total and check amount.

Credit card payment ***[F1] [-->] [-->] ... [F1]***

If the payment method is by credit card, press ***[Enter]*** 2 to 4 times depending on the credit card used.

For credit card purchases made above $75.00, a message will appear in the Payment information section to get authorization for the purchase. It is only a reminder as the transaction will nonetheless take place.

PAYMENT METHODS (con't)

Other payment methods ***[F1] [<--]***

Positioning the cursor on the "other' payment method, a window will display showing you the available payments. Depending on the payment methods entered in your configuration, the window will adjust accordingly. By default, four other payment methods exist :

Account receivable (customer account)
Credit note
Debit card
U.S. funds

You can have an additional six (6) payment methods - example : Diner's club, Gift certificate etc. To enter these additional payment, refer to the Invoice configuration.

Once inside the other payment method screen, you can quit by :

[F1] : to continue the invoice and selecting the other payment method where the cursor is positioned

[Esc] : to simply quit without selecting a payment method. The cursor will return to the cash method.

You have access to rapid payment keys. Check your configuration to see the keys that are defined. Using these functions is very simple. From the first invoice screen, select the key corresponding to the payment method and the system brings you to the field (if need be) in which additional information needs to be filled in order to finalize the transaction.

PAYMENT METHODS (con't)

Customer account payment

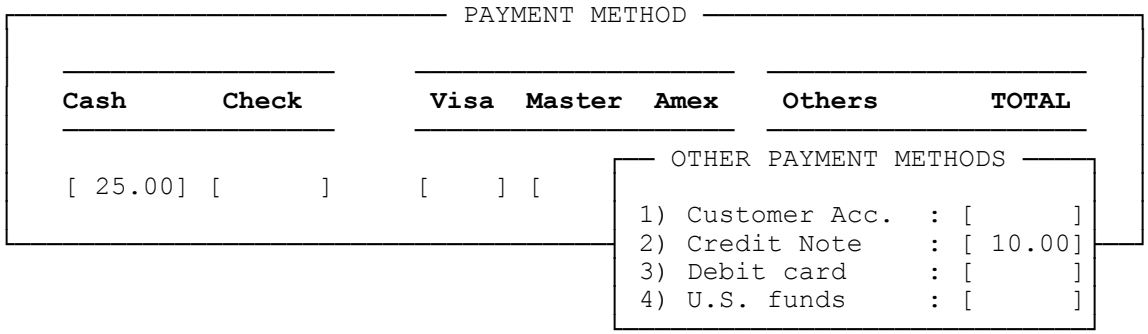
Refer to the customer account section for details.

Credit note payment

You may issue credit notes (on returned merchandise) by using the ***[F8]*** function key. It will then appear on the invoice.

A brief explanation follows on a credit not that was already issued.

When a customer wishes to use a credit note for a purchase, in the "other" payment methods, position the cursor on credit note.



[F1] Sélection **[Enter] Next** **[Shift Tab] Previous** **[Esc] Back**

Each customer is responsible for holding on to their credit notes and can present them at any time. No validation is made by **Informastock** in this regard.

You may use two methods of payment. For example, $10. cash and $25.00 credit note.

PAYMENT METHODS (con't)

In the case where a customer makes a purchase that is lower than the credit note, follow the following two steps :

- Firstly : Complete the transaction using the credit note as the payment method.

  Keep the credit note in the same location as you would credit card transactions.

- Secondly : Calculate the difference manually between purchase and credit note.

  Prepare a new invoice using the reserved word "NOTE" entered in the item number column of the invoice and the balance of the credit note. A new credit note prints and should be given to the customer for his next purchase.

Debit Card

For businesses that allow direct payments, enter in the "Others" field the same amount the customer entered using the bank keypad and place this amount into the direct payment method and then press ***[F1]***.

Continue as per your configuration.

For direct payments superior to the purchase total, enter the total amount the customer wishes to withdraw.

Press ***[F1]*** and in the "Amount given" enter zero (0) and the change due will be the difference between purchase total and the withdrawal.

PAYMENT METHODS (con't)

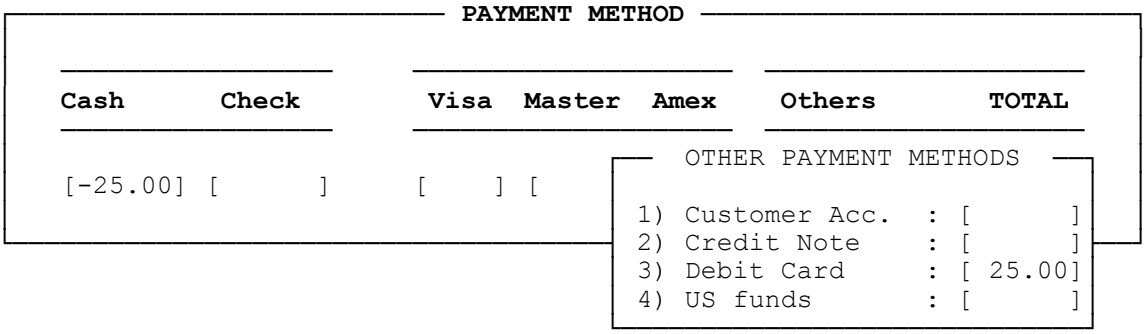
For allowing customers to withdraw cash without making a purchase, use the reserved word "CASH" where the price entered should be zero (0).

In the payment methods screen,, choose Direct payment with the amount in positive and press ***[F1]*** and carry the amount (now, negative) which automatically calculates to the cash payment. This allows you to withdraw the entered amount from the till.

1st screen

Paid out	Petty cash	1	0.00	0.00

2nd screen



OTHER TRANSACTIONS

True for returned merchandise as well as exchanges, it is very important to carefully enter each item into the invoice to properly manage your sales and inventory - even do this for defective merchandise. This merchandise can then be returned by the Supplier return function.

Returned merchandise (reimbursement)

Enter the item number and the quantity in negative. The price then appears. If the price is not the same as when the purchase was made, correct it. Notice that the taxes and total are in negative. You may credit the customer in cash or via the same payment method(s) originally used. For credit card refunds, place the card in the bank-interface so the refund may then be credited.

You can reimburse with a maximum of two (2) payment methods, usually the same two that were used at purchase time.

If refunds are not permitted, use the ***[F8]***- Credit note function.

Credit Note will then remain displayed on the screen.

Enter the item number of the return and complete the invoice.

Merchandise exchanges

If the customer wishes to exchange a product for another, enter the item of the returned product with the quantity in negative. The price displays. Enter next the replacement item .

If the replacement item is more expensive then the returned item, the difference of the two will be the total of the invoice.

OTHER TRANSACTIONS (con't)

Merchandise exchange

If the replacement item is less expensive than the returned item, you must, naturally, reimburse the customer the amount that appears on the invoice total.

Usually, the difference should be zero (0) for the same item exchanged but be careful - there may have been a price adjustment since the last purchase.

PRINTING THE INVOICE

The ***[F2], [F3]*** and ***[F4]*** functions indicate which keys to press to directly modify a field for given payment methods. If you press ***[Esc]***, you will return to the invoice. Once your invoice is saved to disk, you may begin a new invoice even if the printing of the previous invoice has not terminated.

If you return to the invoice but cannot remember the change due, the amount is listed on the lower left of the screen and will remain there until you complete the current invoice.

If your printing mode is set to RECEIPT : ON, the invoice will print. If set to RECEIPT : OFF, noprinting will occur. The printing mode is diplayed on the lower right of your invoice. Toggle between on and off using the ***[Alt] [F2]*** function.

The system may alert you if you wish to print an invoice but your printer is off or not connected. Always pay close attention to these messages and reply accordingly.

PRINTING THE INVOICE (con't)

With all **InformaStock** software, you may print your invoices using a sales slip format , regular format or both at the same time.

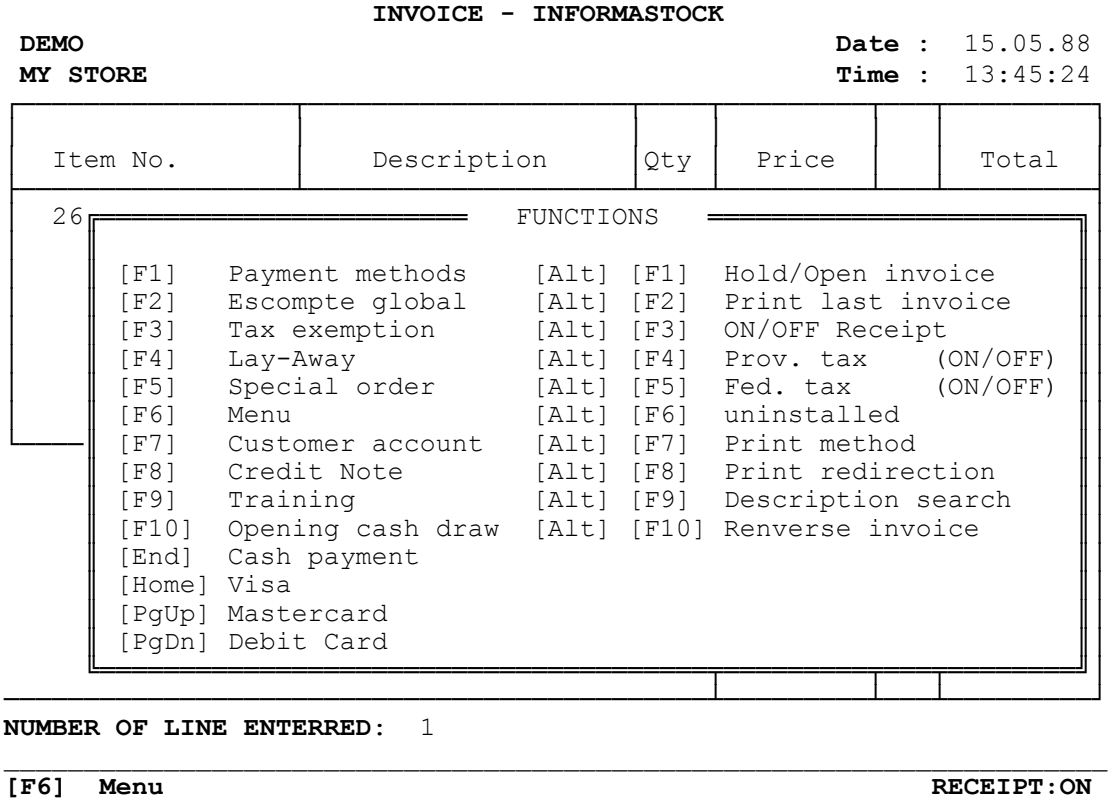
Choose your printer according to the type of invoice you'd like and properly configure it in the configuration section.

EXAMPLE
SALES
SLIP □□

REGULAR □□□□
INVOICE
EXAMPLE

SPECIAL FUNCTIONS

With the help of certain function keys, you can conduct several transactions relative to the retail trade. Pressing ***[F6]*** will display the following window, listing all the available functions



Press ***[Esc]*** to exit from this window and then press the function key corresponding to the transaction you wish to make.

N.B. With the function keys using ***[Alt]***, hold down this key while pressing the second function key.
Finally, release the two.

SPECIAL FUNCTIONS (con't)

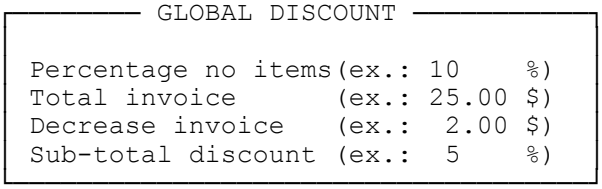
[F1] PAYMENT METHOD

When you press ***[F1]*** in the invoice, you are brought to the second invoice screen - the payment method screen.

If you press ***[F1]*** in this screen, you move from one field to another until you see the phrase **"[F1] Print invoice"** appear at the bottom of the screen.

[F2] GLOBAL DISCOUNT

This function allows you to use four (4) different discount types on the invoice . Always enter the item number before using this function.



All discounts on the invoice as a whole will be accounted to the "000 Sales discount" department.

PERCENTAGE ON ITEMS

With this function, you can apply a percentage discount for the whole invoice. Example : 10 % off all itmes on the invoice. At the bottom center of the invoice, the discount type will appear. Enter the discount amount and press ***[Enter]***.

SPECIAL FUNCTIONS (con't)

PERCENTAGE ON ITEMS

If an item already is discounted (entered manually in the untitled column) or was on sale, the discount would apply to the current price. If you wish to retract the global discount, press ***[F2]*** again and enter zero (0) for the discount. Each item will will no longer be discounted.

TO TOTAL INVOICE

Allows a global discount on the invoice total (example : entering 25.00 and ***[Enter]*** lets you sell an item or items previously selling $29.72 - taxes inclusde).

The system will display a discount line with the discount before tax. The taxes will then be re-calculated and the total will be the total desired.

DECREASE THE INVOICE

You apply a direct discount on the total of the invice (example : enter 2.00 ***on item***s totaling $29.72). The total invoice will now diminish by $2.00 - $27.72.

Thus, the amount of the discount is not necessarily $2.00 since the corresponding taxes will also diminish to each of the lines. The tax percentages willbe accounted to the "000 Discount sales" department.

SUB-TOTAL DISCOUNT

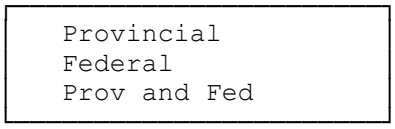
Here, the discount applies directly to the invoice sub-total. The taxes, again, re-calculate to the new sub-total.

SPECIAL FUNCTIONS (con't)

[F3] TAX EXEMPTIONS

For customers has the right to a tax exemption (and has no customer file) or does not consider using his tax exemption.

SCEEN



ACTION

At the start of invoice :
Press ***[F3]***
Choose exemption level
Press ***[Enter]***
Enter the exemption number(s)
Press ***[Enter]*** pour each #

There are three tax exemption levels : provincial only, federal only or both at the same time.

Once you choose the exemption level, enter the tax number(s) allowing the exemption and enter the items onto the invoice.

The exemption applies to the whole invoice and must be done at the beginning of the invoice. If not done in this manner, you must pass over each invoice item and remove the tax(es).

N.B.: All non-taxable items must be entered as non taxable in the inventory file.

Customers who regularly shop at your store (Amerindians, governement workers) who qualify for a tax exemption must have a corresponding customer record on file with the proper tax information entered.

SPECIAL FUNCTIONS (con't)

[F4] LAY-AWAYS

A lay-away is a sale made today but the customer returns at a later date to retreive the purchase. A deposit may be necessary depending on store policy. You may conduct a lay-away at any time during the invoice.

1) **STARTING THE LAY-AWAT**

ACTION

At the start of the invoice : Press ***[F4] [Enter]*** Enter the item number(s) Choose the payment method Enter the deposit amount in the amount given

To conduct a lay-away press ***[F4]*** and ***[Enter]***. A message on the lower left will display telling you that a lay-away is in progress and will remain until the lay_away is registered.

You can enter up to **20 lines** on a lay-away. Once a lay-away is registered, it can no longer be modified. To add more items on lay-away, start a new lay-away.

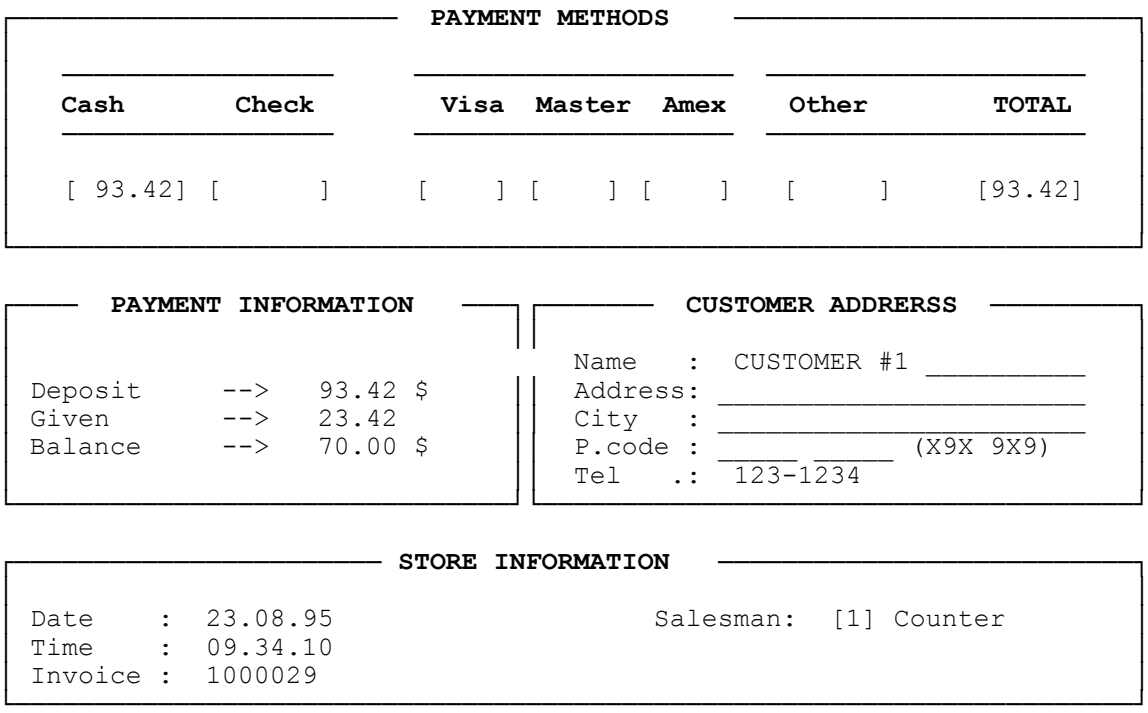
You must enter the name and telephone number of the customer for each lay-away.

The **lay-away is perfectly suited** for transactions needing three methods of payment.

SPECIAL FUNCTIONS (con't)

[F4] LAY-AWAYS

Entering the deposit on a lay-away consists of two basic steps. Firstly, the payment method wanted and, secondly the amount of the deposit (in the payment information section). The amount due to finish the sale of the lay-away will automatically calculate. When invoicing a lay-away, you must calculate the change due : example $25.00 given on a $20.00 deposit - change due is $2.00).



You must enter the name and telephone number of the customer. You may use only one payment method on any deposit. For a second payment method start a new deposit.

SPECIAL FUNCTIONS (con't)

[F4] LAY-AWAYS

N.B.: It is important to note that with the lay-away function, the items included are considered to be sold. The amount due on the lay-away is considered to be an account-receivable and will be so indicated on the daily cash report.

You cannot add, modify or delete any item on any active lay-away. You must,instead, either start a new lay-away or cancel an existing lay-away.

At any time during the entry of items onto the lay-away, you may press ***[Esc]*** to quit the function. If you reply 'Yes' to the message displayed, the lay-away will be cancelled. If you reply 'No', the lay-away will still be cancelled but the invoice remains on the screen.

To have a list of all your lay-aways, consult the 'Reports' section of the manual.

2) **SEARCH FOR A LAY-AWAY**

ACTION

At the beginning of invoice :
Press ***[F4] [Enter]***
Enter the lay_away number
or
Enetr ***[?]*** to begin search
Select the customer

If you enter a wrong customer number or the lay-away does not exist, a message will display alerting you of this and the cursor will return to the item number column.

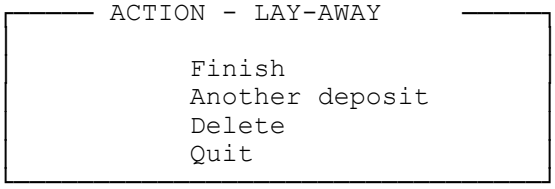
SPECIAL FUNCTIONS (con't)

[F4] LAY-AWAYS

2) **SEARCHING FOR A LAY-AWAY**

Entering ***[?]*** and ***[Enter]*** in the item number column will display a window listing all the lay-aways in your system. Choose the desired lay-away using the ***[PgDn]***, ***[PgUp]*** and ***[Enter]***.

Next, you are asked to enter the action for the lay-away chosen:



FINISH

Finish the lay-away as you would a normal invoice.

ANOTHER DEPOSIT

With this action, a list of all other deposits will display for the current lay-away along with the deposit dates and corresponding invoice numbers. Press ***[Enter]*** to quit this list and place the cursor into the payment method desired and press ***[F1]***. You can accept ten (10) deposits on one lay-away.

Enter the deposit amount. The reference number (invoice) is always the invoice number of the last deposit.

SPECIAL FUNCTIONS (con't)

[F4] LAY-AWAYS

DELETE

Once you cancel a lay-away, you have the choice of two methods of reimbursment : 1) using the same payment method originally used or 2) issuing a credit note representing the amount of the deposit(s).

QUIT

Thia allows you to exit the lay-away function and returns you to the invoice without deleting the lay-away. Also makes it easier for you to consult lay-aways for screen-display.

[F5] SPECIAL ORDERS

This function allows you to keep track of deposits made on specific products ordered for certain customers. The customer makes a deposit to guarantee the purchase and when the product is delivered, the total is reduced by the initial deposit. You may apply up to four (4) deposits on a special order.

	ACTION
First deposit	At the start of invoice : Press ***[F5]*** Enter the customer tel. # Press ***[Enter]*** Enter the deposit amount Press ***[Enter]***

SPECIAL FUNCTIONS (con't)

[F5] SPECIAL ORDERS

By pressing ***[F5]***, once int the invoice screen, you must enter a reference number next to the line : "Special order No :". This number will be displayed in you special order list (can be the customer telephone number). You can enter up to sixteen (16) characters for this reference number. After pressing ***[Enter]*** the cursor moves to the 'Total' column. Enter the amount of the deposit and apply it to the proper payment method.

Continue the transaction and don't forget to enter the customer name and phone number.

NEW DEPOSIT

For a second deposit on the same special order, press ***[F5]*** followed by the reference number. You may also search the existing special orders by pressing the ***[?]*** and ***[Enter]*** when the cursor is positioned at then "Special order No :". A window will display listing the special orders in your system. Choose the special order by using the arrow, ***[PgDn]***, ***[PgUp]*** and ***[Enter]*** keys.

The amounts of all the deposits will appear and the cursor will move to the total column. Enter the amount of the new deposit for this special order. The reference number for this special oreder will display in the item number column and in the description column the word "Deposit" will be entered (example : Deposit on purchase 15.05.88).

SPECIAL FUNCTIONS (con't)

[F5] SPECIAL ORDERS

DEPOSIT REIMBURSEMENT

You can retract a deposit(s) made with the ***[F1]*** key while the cursor is in the "Total" column which will then remove the special oreder from your system.

To cancel a special order, all you need to do is reimburse the deposit amounts according to store policy.

FINISH

Once the customer picks up the special order, enter the item number and press ***[F5]***, restore the special order and press ***[F1]*** to diminish the sale by the deposits made for this specila order. Continue as you would a normal invoice.

[F6] MENU

Pressing ***[F6]*** displays a window containing all the available functions used with Informastock. Press ***[Esc]*** to return to the invoice.

[F7] CUSTOMER ACCOUNT

Consult the customer account section of your documentation.

SPECIAL FUNCTIONS (con't)

[F8] CREDIT NOTE

ACTION

At the start of invoice :
Press ***[F8]***
Enter the items returned

This function allows you to produce a credit note for returned merchandise. Press ***[F8]*** and enter all the items returned as you would a normal invoice. The quantities automatically enter in negative.

The words "Credit note" displays at the bottom of the screen. Press ***[Del]*** to cancel this function.

When the credit note is registered, each item will be added to your inventory and your sales will diminish by the amount of the reimbursement and your cumulative tax total will also diminish.

A credit note transaction is considered to be a cancelled sale without money being withdrawn from the till. The invoice issued becomes a credit and is valid for future purchases made at your store.

Important to note that no follow-ups are made in reagrds to credit notes. It is up to the customer wether the credit note is used or not. You can issue a duplicate with the ***[ALT] [F2]*** key for proof of the issued credit note.

N.B.: In the rare instance that a credit note needs to be issued without a return of merchandise (example : discount applied to a past purcahse), you should use the reserved word "NOTE" to issue this type of credit note - (see reserved words).

SPECIAL FUNCTIONS (con't)

[F8] CREDIT NOTE

You could use this function with the "Accounts rec" payment method. Prepare an invoice and enter manually the quantities returned in negative and apply the credit note to the aforementioned payment method.

[F9] TRAINING

Your system comes equipped with an inventory sample useful for practicing. These are not YOUR current items but an example of products that can be used for training, tests etc...

ACTION

At the start of the invoice
Press ***[F9]***
Enter th***e ma***nager's password

This is very useful also for training your staff on the more complicated point-of-sale transactions. You can do anything you would normally do with your regular inventory without worrying about making costly mistakes.

You also have access to other companies with ***[F9]*** you may have created - if you have the multi-company option.

MAKE SURE YOU USE THIS TRAINING MODE FOR PRACTICE SESSIONS AND NOT FOR REAL INVOICING. Keep a watchful eye on the top left part of the screen. In training mode, the headinf should read "DEMO" or "DEMONSTRATOR" (also printed on demo invoices).

SPECIAL FUNCTIONS (con't)

[F9] TRAINING

To deactivate the training mode, press ***[F9]*** a second time when in the invoice screen.

To have access to this training mode without having to enter the manager password, see the DOS keywords.

[F10] OPENING THE CASH DRAWER

This function allows you to open the cash drawer with the touch of a key and without having to print an invoice.

Make sure that the configuration of your printer and cash drawer is properly set. Consult the section on Parallel and serial port configuration. A control is activated with each opening. The number of openings will be displayed on your daily cash report. On the transaction report, even the time the cash drawer was opned will be shown.

[Tab] FIELD / LINE UNLOCK

The ***[Tab]*** key is used if you want the cursor to stop at certain fields or lines that are normally locked by your invoice configuration. For example, the cursor does not currently stop at the Qty, Price and Discount columns.

Pressing ***[Tab]*** before entering the item number will allow the cursor to stop at each column.

Once inside a column, (even without the unlock function), press ***[Esc]*** to return to the previous column.

SPECIAL FUNCTIONS (con't)

[End] CASH PAYMENTS

Use this function on cash payments only.

The ***[End]*** key allows the acceleration of the invoice.

After entering all the items, press ***[End]*** and the cursor will automatically move to the "Amount given" field. Enter the amount given by the customer and press ***[Enter]*** to immediately print the invoice.

You can consult, if applicable, the change due of the previous invoice on the lower left of the invoice screen.

If you press ***[End]*** in the "Amount given" field, the amount given is equal to the total of the invoice (exact payment).

[Home],[PgUp],[PgDn] RAPID METHOD PAYMENTS

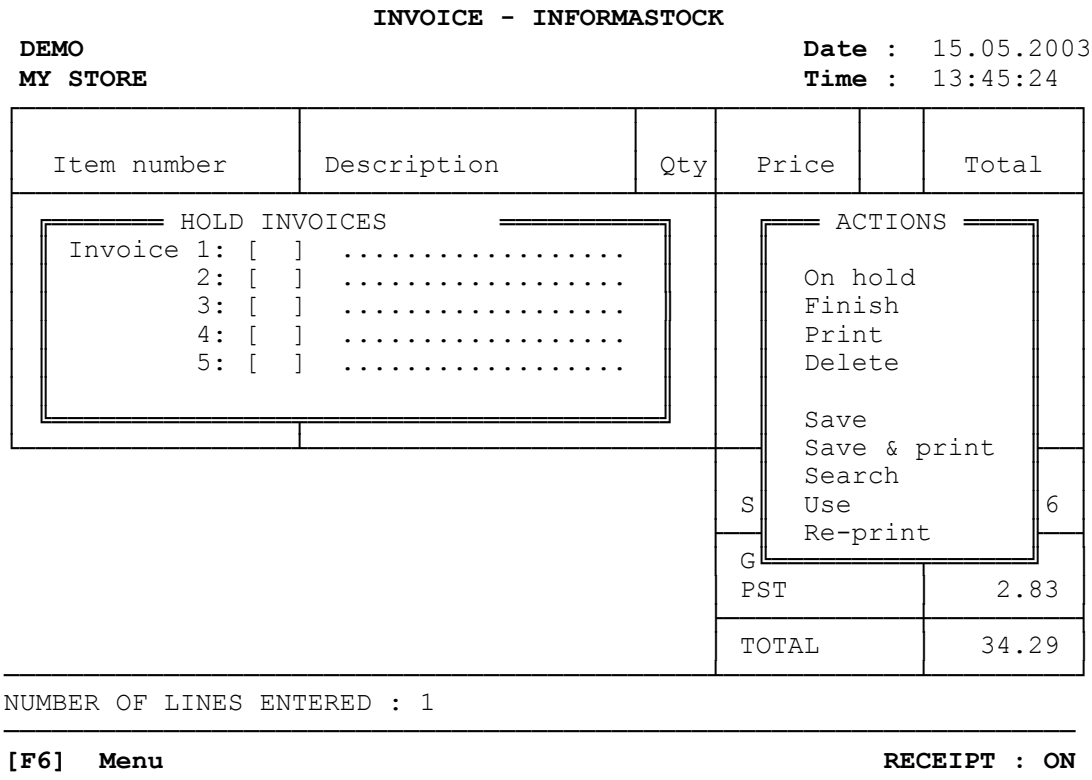
As with the [End] key, the same applies to the ***[Home]***, ***[PgUp]*** and ***[PgDn]*** keys.

See the configuration section on how to program the keys .

SPECIAL FUNCTIONS (con't)

[Alt][F1] HOLD INVOICE AND OPEN INVOICE

With this function, you have access to three types different functions. To see these choices **press *[Alt] [F1]* at the same time.**



The first for options appearing on the right are for hold invoices only.
The next four are for open invoices.
The last is for re-printing an invoice.

SPECIAL FUNCTIONS (con't)

[Alt][F1] HOLD INVOICE AND OPEN INVOICE

TO HOLD INVOICE

An example is when a customer , once the invoice has begun, forgot to purchase an item that has to be added to that invoice. You do not need to have the other customers wait. Choose this function and serve the other customers.

Important to note that you cannot quit the invoice screen while you have invoices on hold. You must either finish, delete or save the active invoices to disk (transforming them into open invoices).

ACTION

Enter the items Press ***[Alt]*** and ***[F1]*** Press ***[Enter]*** (on hold) Enter salesman number ***[Enter]***

After pressing ***[Alt] [F1]*** **at the same time**, press ***[Enter]*** when the cursor is on the "On hold" line and enter your number in the following box :

Salesman number : [ ]

After putting through a hold invoice, the screen returns to an empty invoice allowing you to continue invoicing.
You may enter up to five (5) hold invoices at a time.

SPECIAL FUNCTIONS (con't)

[Alt][F1] HOLD INVOICE AND OPEN INVOICE

FINISH

ACTION

Press ***[Alt]*** and ***[F1]***
Press down arrow and **[Enter]**
Enter the invoice number (1 - 5)
Finish the invoice

To find your invoice on hold, press ***[Alt] [F1]*** **at the same time**, then press ***[Enter]*** on the word "Finish". Choose the appropriate invoice number from the window on the left listind the invoices on hold. Next to the salesman number, the name is displayed.

If you recalled a hold invoice but wish to return it again to the on hold list, press ***[Alt] [F1]*** and ***[Enter]*** on the words "On hold".

PRINT

You may print a hold invoice which could in turn be useful for service charges, price quotes etc. Meanwhile, the printing of the price quote is not automatically registered and on the invoice the following text **"This is not an invoice" will appear on the invoice.** The manager's password will be necessary to print the invoice.

DELETE

You may also delete a invoice on hold.
Remember that you cannot quit the invoice screen while there are hold invoices. Since they are not held in memory, a message will display to remind you that there are hold invoices active.

SPECIAL FUNCTIONS (con't)

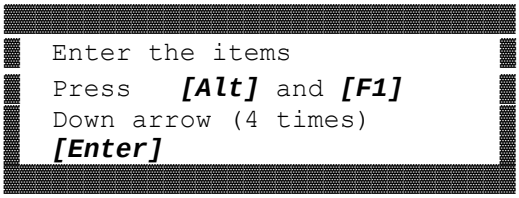
[Alt][F1] HOLD INVOICE AND OPEN INVOICE

Thus, to register on or more invoices on hold for an extended period, use the "Save" option to save the invoices to disk in the form of open invoices.

OPEN INVOICES

This is useful for preparing invoices in advance (customers calling in a purchase and retreiving the goods at a later time, or making a price quotation etc).

OPEN INVOICE
SAVING AN INVOICE



Choosing the "Save" option saves the invoice that was displayed on screen when calling this function directly to disk. There is no limit as to how many open invoices you wish to save.

An open invoice corresponds to an invoice that cannot be immediately completed for any number of reasons.

Once you save the open invoice, you must enter the name and telephone number of the customer. If you modify an open invoice, you must re-save the invoice to keep the modifications.

For those using inventory options, you may or may not diminish your stock quantities with each registration of your open invoices.

SPECIAL FUNCTIONS (con't)

[Alt][F1] OPEN INVOICE

When you search for an open invoice in order to add items or to finish it, the inventory quantities in stock will adjust according to the type of option used on the open invoice.

PRINT AND SAVE

Use this option to save and print the open invoice at the same time.

SEARCH

To search for an open invoice, whether to consult or modify, enter the reference number of the open invoice which is usually the customer telephone number. If you do not know the reference number, enter ***[?].*** Select the open invoice you desire by using the arrow keys or ***[PgUp] [PgDn]*** in the query window.

To finish an open invoice, press ***[Alt] [F1]*** and select "Search". Enter the reference number and the invoice will display on screen. Finish th invoice as you would a normal invoice.

GROUPING OPEN INVOICES

It is possible to group several open invoices into one open invoice. Start an open invoice or recall an existing one using the search option. On the first line of the open invoice press ***[Alt][F1]*** again to recall another open invoice. The latter will be added to the former. Repeat for the other open invoices you wish to regroup.

SPECIAL FUNCTIONS (con't)

[Alt][F1] HOLD INVOICE AND OPEN INVOICE

CONVERTING A HOLD INVOICE TO AN OPEN INVOICE

Follow these steps :

1) Recall the hold invoice desired by pressing ***[Alt] [F1]*** and choose "Finish". The hold invoice displays on screen.

2) Press ***[Alt] [F1]*** again and choose "Save". The screen clears and the hold invoice is saved to disk.

USING AN OPEN INVOICE

This choice allows you to use an invoice-style without removing it from the hard disk. This invoice-style remains on disk while you use a copy of the format. Example: repetitive sales, prepared invoice for multiple use, monthly rental invoice etc...

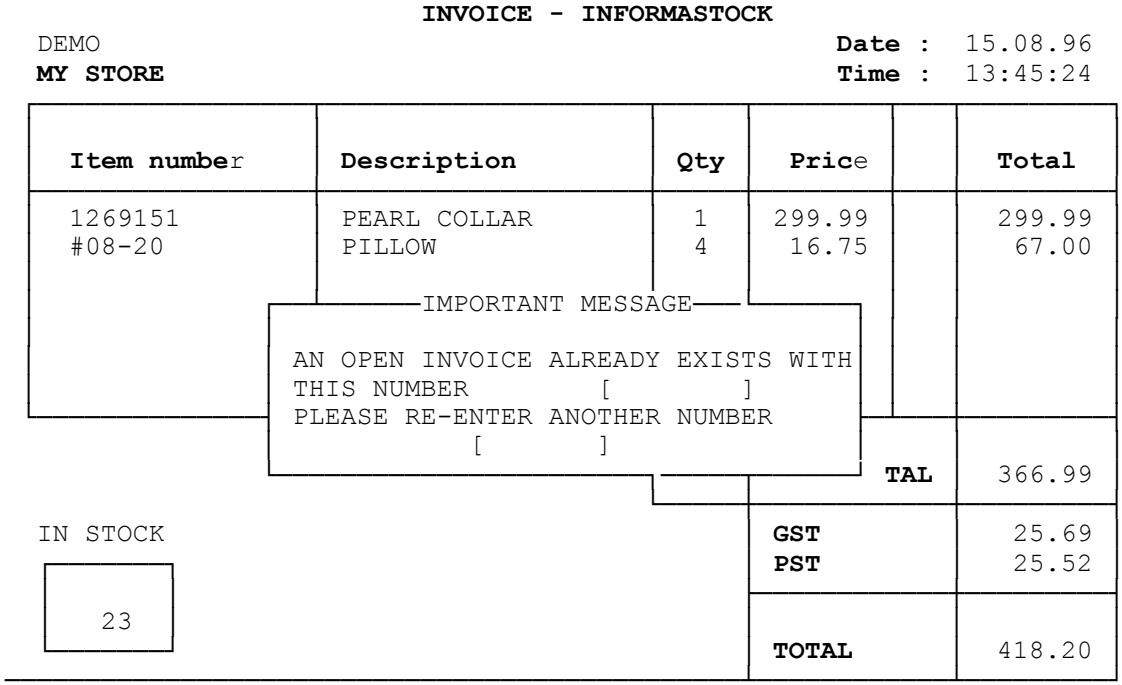
The "Use" option allows to create invoice-styles that can be used at will and you rename with a different reference number (customer telephone number).

1st Original invoice
2nd Invoice prepared for a customer

N.B.: To modify an existing original invoice, choose "Search" instead of "Use".
You cannot "Use" an invoice and save it with the same reference number. An message will display to alert you that you should recall the open invoice using "Search" instead.

SPECIAL FUCTIONS (con't)

[Alt][F1] HOLD INVOICE AND OPEN INVOICE
USING AN OPEN INVOICE



If an open invoice is modified using the "Use" option, indicate the new reference number.

If you finish an open invoice using the option "Use", the invoice will print and will be considered finished; the original invoice remains in the list of open invoices.

After having calls an open invoice using the option "Use", if you press ***[Esc]***, tou may erase the invoice displayed on screen without erasing the open invoice.
To erase the open invoice requires a confirmation as well as the manager's password.

SPECIAL FUNCTIONS (con't)

[Alt][F1] HOLD INVOICE AND OPEN INVOICE

RE-PRINTING A PREVIOUS INVOICE

To access this funtion, press ***[Alt][F1]*** and choose the "Print" option. The manager password is required for re-printing. Choose the date interval - whether for a single date or a period - the invoice number desired.

```
Start date   : [DDDD.MM.YY]
End date     : [DDDD.MM.YY]
```

You may either enter the dates manually or press ***[Enter]*** to display a window of the dates available.

Pressing ***[Esc]*** will display the current day invoices. Next, enter the invoice number required.

```
Invoice number : [        ]
```

The invoice will include the current transaction with the date and time of the re-print. This transaction will be considered only as a re-print and will not be included in the day total transactions.

A complete sales-slip (item #, description, price, taxes and total) will print and displayed on the bottom are the invoice number, original date, salesman as well as the payment methods, total paid and the "Re-print" notation.

ATTENTION: Comments are not registered and therefore are not printed.

SPECIAL FUNCTIONS (con't)

[Alt][F2] PRINT LAST INVOICE

By pressing ***[Alt] [F2]*** **at the same times**, the printing of the last (ONLY THE LAST) invoice completed occurs. It is a very rapid way of producing a duplicate invoice - for example : a credit note, lay-away etc.

You may print as many of these invoices as you wish, as long as you do not begin a new invoice or exit the invoicing screen.

The "Duplicate invoice" notation appears on the copies and the number of times you use this function will compile into your daily transactions.

If the duplicate invoice is no longer possible, use , instead, the ***[Alt][F1]*** fucntion.

[Alt][F3] RECEIPT ON/OFF

Pressing ***[Alt]*** and ***[F3]*** **at the same time** allows you to activate (or deactivate) the printing of invoices. Diplayed at the lower right of the invoice is the status of this function: **"RECEIPT OFF" "RECEIPT OFF"** . Pressing ***[Alt] [F3]*** each time will toggle the status (on or off).

This is useful if you do not remit invoices to your customers. If, however, a certain customer wishes a receipt, change the status to **RECEIPT ON** before completing the invoice or use the ***[Alt] [F2]*** function to print the last invoice.

Whether on or off, all transactions are registered into your your system and will be reflected in your daily reports as well as your sales historical.

SPECIAL FUNCTIONS (con't)

[Alt][F4] PROVINCIAL TAX (ON/OFF)

This fucntion allows you to remove or re-instate the provincial tax calculation on the next item entered onto the invoice.

Active only for one transaction at a time. By default, the function status is active. To render it inactive, press ***[Alt] [F4]*** . Pressing ***[Alt] [F4]*** each time the status on and off.

[Alt][F5] FEDERAL TAX (ON/OFF)

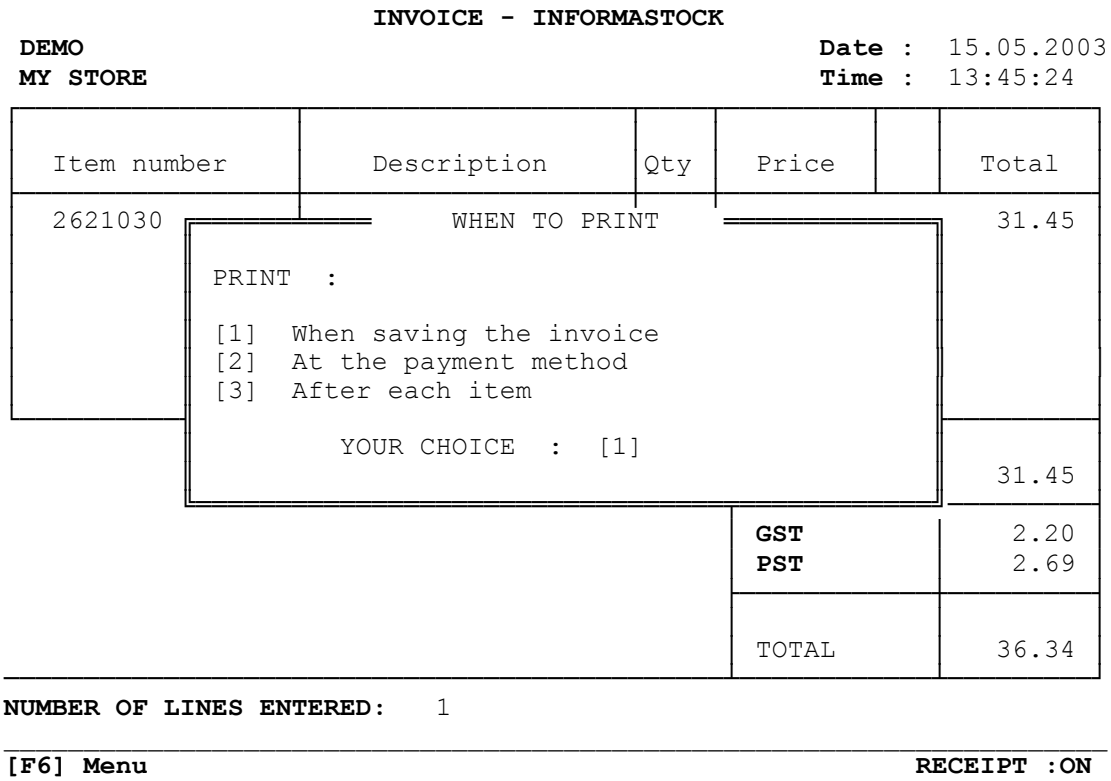
This fucntion allows you to remove or re-instate the federal tax calculation on the next item entered onto the invoice.

Active only for one transaction at a time. By default, the function status is active. To render it inactive, press ***[Alt] [F5]***. Pressing ***[Alt] [F5]*** each time the status on and off.

SPECIAL FUNCTION (con't)

[Alt][F7] PRINT OPTIONS

In choosing this option, the following screen displays :



The choice available are simply when you want the printing of the invoice to start : after saving, after entering the payment method or after ecah item entry. Depending on the configuration, this option may not be available at all.

[Alt][F8] REDIRECT PRINTING

Allows you to redirect the printing of your invoice on another invoice format - (available only to those using two printers). Notice at the bottom of the invoice (below **RECEIPT :ON - "IMP1 ou IMP2"** will display each time you press ***[Alt][F8]***. IMP1 is by default the printer on LPT1.

SPECIAL FUNCTIONS (con't)

[Alt][F9] DESCRIPTION SEARCH

For those using the inventory module, this function allows you to search for an item using the description as the search mode. If you do not have the item number available or do not have access to the ***[?] (search item),*** use the description search. The more precise the entry, the less the number of items found. ***[ALT] [F9]*** will bring you to the description column. Enter a minimum of 3 characters to begin the search. Each item found will be displayed in a separate window. Use ***[PgUp], [PgDn]*** and the arrow keys to select the item you wish - (press ***[Enter]*** on the item). Pressing ***[Esc],*** will cancel the search.

[Alt][F10] REVERSE INVOICE

This option, greatly appreciated by most users, is very simple to use. It allows you to completely reverse a just-completed invoice before commencing a new one. If you find an error on the invoice just completed, press **at the same time *[Alt] [F10]*** and all entries of the invoice will display with a negative quantity. You do not have to manually reverse the invoice yourself to repair the erroneous invoice. All that is left is to start a new invoice with the proper information.

Ex.: transaction # 10: sold 10 rollers paid Visa
[Alt][F10]
transaction # 11: returned 10 rollers credited Visa
[Alt] [F10]
transaction # 12: sold 10 rollers paid Debit Card

N.B. This function is incompatible with the ***[F7]*** Customer file function. For security reasons, you must manually credit customer account transactions.

INVOICE SUB-MENU

The **InformaStock** menu system is structured so that you can rapidly access the invoice from any screen or menu. In choosing the Invoice menu from the Main menu, you are brought directly to the invoice rather than the Invoicing menu. This is why you must press ***[Esc]*** to access different menus such as this one.

```
┌──────────────────────────────────────────────────────────┐
│                    INVOICE  MENU                         │
│                    DEMONSTRATORS                         │
├──────────────────────────────────────────────────────────┤
│                                                          │
│                  [1]  Invoice                            │
│                  [2]  Browse transactions                │
│                  [3]  Daily closeout                     │
│                  [4]  Display items                      │
│                  [5]  Catalog                            │
│                                                          │
└──────────────────────────────────────────────────────────┘
                                          [Esc] Return
```

This sub-menu deals entirely with your day-to-day transactions and can accessible to all store employees.
Option ***[1]*** returns you to the invoice.
Option ***[2]*** is used for printing, in condensed form, a transaction report (sales-slip) with the following choices :

```
┌── TRANSACTIONS ──┐
│                  │
│  Item            │
│  Description     │
└──────────────────┘
```

```
┌── TRANSACTIONS ──┐
│                  │
│  Total           │
│  By salesman     │
└──────────────────┘
```

If you choose "By salesman" you must enter the salesman number :

```
┌──────── SALESMAN ────────┐
│                          │
│ Identification [...]     │
└──────────────────────────┘
```

INVOICE SUB-MENU (con't)

Option ***[3]*** is to perform a daily closeout or conciliation of your point-of-sale and to print the daily cash report. This section may be password-accessible.

The fourth option allows you to diplay (on-screen) your inventory products.

For those using Autonome Plus and the Catalog option, choice [5] will display (on-screen) the catalog products.

Pressing ***[Esc]*** returns you to the **InformaStock** Main menu.

N.B. Once inside a menu screen, pressing the ***[Tab]*** key displays (top-right corner) the software version and version date.

DAILY CLOSEOUT

Pressing ***[3]***, you are prepared to process the daily cloesout. This consists of producing a cash report (Z) and a purging of certain files. **InformaStock** is a system that manages its own files internally - you need not worry about file maintenance!

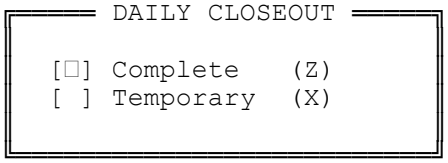
To begin the daily closeout process, you are asked to confirm your decision :

"Do you wish to perform a daily cloesout (Y/N)? [N]"

If you answer "Yes", you must, if necessary, enter your password. In this way, if you have security on menus active, only authorized personnel may perform this operation.

DAILY CLOSEOUT (con't)

Once the password (if applicable)is accepted by the system, you must decide on what type of cloesout you want using the following menu :



COMPLETE (Z)

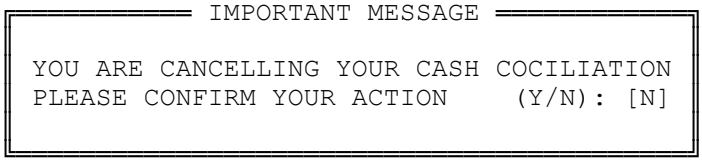
This type of closeout is a final closing and contains, if available, all temporary cloesouts previously entered.

TEMPORARY (X)

This type of closing usually is done at the changing of the cash drawer. You may also print the cash report and then return to the invoice. You may perform up to nine (9) temporary closeouts per day.

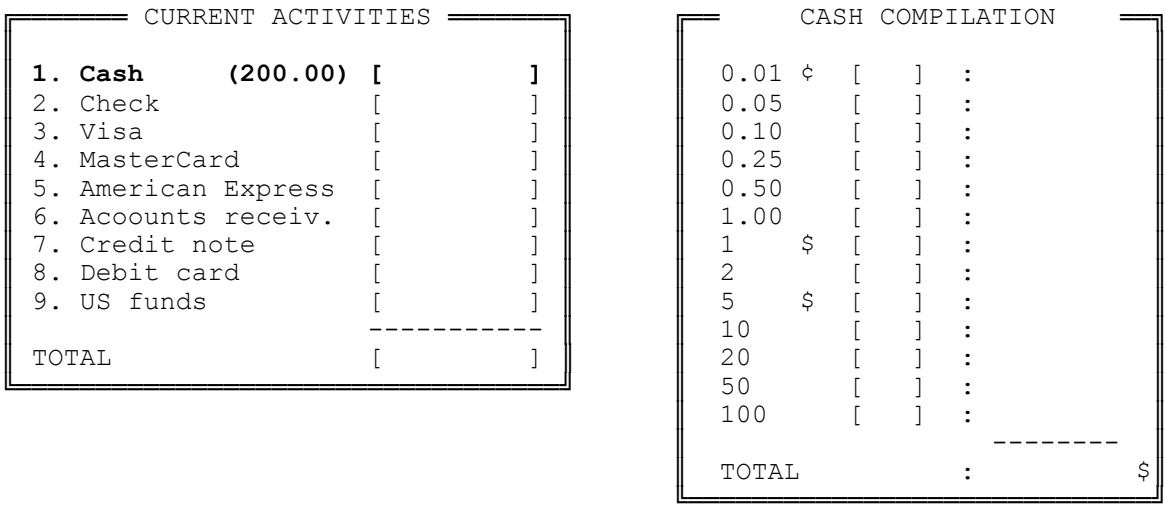
N.B.: It is not necessary to perform an "X" for consulting your daily sales statistics. Print a daily cash report directly from the software's Report's menu instead.

During these steps, you can always press ***[Esc]*** to return to the invoice. In doing so, the following message appears :



DAILY CLOSEOUT (con't)

Once your choice of the type of closing has been made, the concilliation screen appears :


CURRENT ACTIVITIES
1. Cash (200.00) [ ]
2. Check [ ]
3. Visa [ ]
4. MasterCard [ ]
5. American Express [ ]
6. Acoounts receiv. [ ]
7. Credit note [ ]
8. Debit card [ ]
9. US funds [ ]
TOTAL [ ]
CASH COMPILATION
0.01 ¢ [ ] :
0.05 [ ] :
0.10 [ ] :
0.25 [ ] :
0.50 [ ] :
1.00 [ ] :
1 $ [ ] :
2 [ ] :
5 $ [ ] :
10 [ ] :
20 [ ] :
50 [ ] :
100 [ ] :
TOTAL : $
[F1] Print
[F10] Cash drawer
[Esc] Return invoice

[F1] to print your daily closeout report. If you press ***[F1]*** immediately, no conciliation is possible. The total of cash and each payment method will be the total that the computer has in memory according to all the transaction processed. No cash imbalance validation occurs and no payment method transfers will be possible.

[F2] allows you to register, for your general ledger, any imbalance (short or over) in your cash drawer.

[F10] to open your cash drawer for conciliation tour point-of-sale.

[Esc] to return directly to the invoice.

DAILY CLOSEOUT (con't)

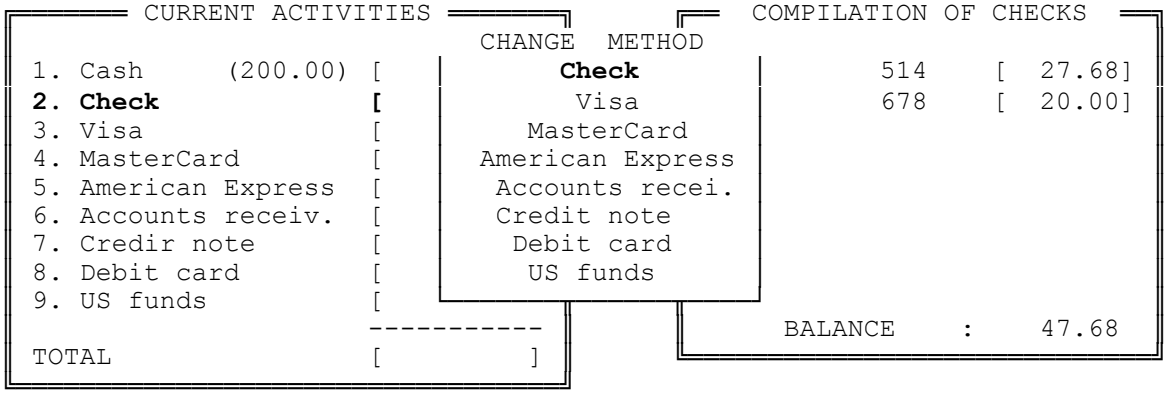
If you wish to conciliate the cash drawer, press ***[Enter]*** on each payment method to access the compilation screen for the method chosen - (cash, checks, credit cards, etc...).

For cash conciliation, enter the number of pennies, nickels etc., and press ***[Enter]*** between each entry for the calculation total to take place. If your security allows, the cash balance displays on screen to guide you through the declaration (see Configuration section).

Once you have completed the cash count, press ***[Esc]*** to exit to the Current activities window to select the next payment method.

After selecting the next payment method, the compilation window of this method appears on the right of the screen. Press ***[Enter]*** once for conciliating this transaction; a check ***[□]*** appears along side the payment method indicating the conciliation of the payment method.

You may change the selection of payment methods as you go along. To do so, position the cursor onto the payment method not properly registered in the compilation window and press ***[F1]*** - the "CHANGE METHOD" window appears - and you may choose the proper payment method by using the the arrow keys and the ***[Enter]*** key to select. Please note that a transaction need not be conciliated.



[F1] Change payment method **[F2] Print** **[Esc] Return invoice**

DAILY CLOSEOUT (con't)

To exit the conciliation window (right) press once on ***[Esc].***
If in a chosen payment method, there are no transaction, the following window appears :

```
ZERO TRANSACTIONS
FOR THIS METHOD
```

You are returned automatically to the Current activities. You may then choose any payment method and complete the process. If, however, you return to the cash payment, you must start anew the counting process of each coin etc.

At each payment method compilation, you may print the compilation by pressing ***[F2].***

Once the concilliation is completed, you may choose printing the report on a sales-slip format or a reguler 8 1/2" x 11" report format (depending on the type of printer you are using). You can print on an 8 1/2" X 11" report format a sales-slip format but not the reverse.

Next, the daily closeout messages will appear on screen. During this phase you **cannot return to the invoice.**

Do not interupt the process for any reason.

```
ACTIVITIES IN PROGRESS
   1. Cash report
   2. Duplicate transactions
   3. Purging files
      - Lay-aways
      - Special orders
      - Accounts receiv.
      - Hold invoices
```

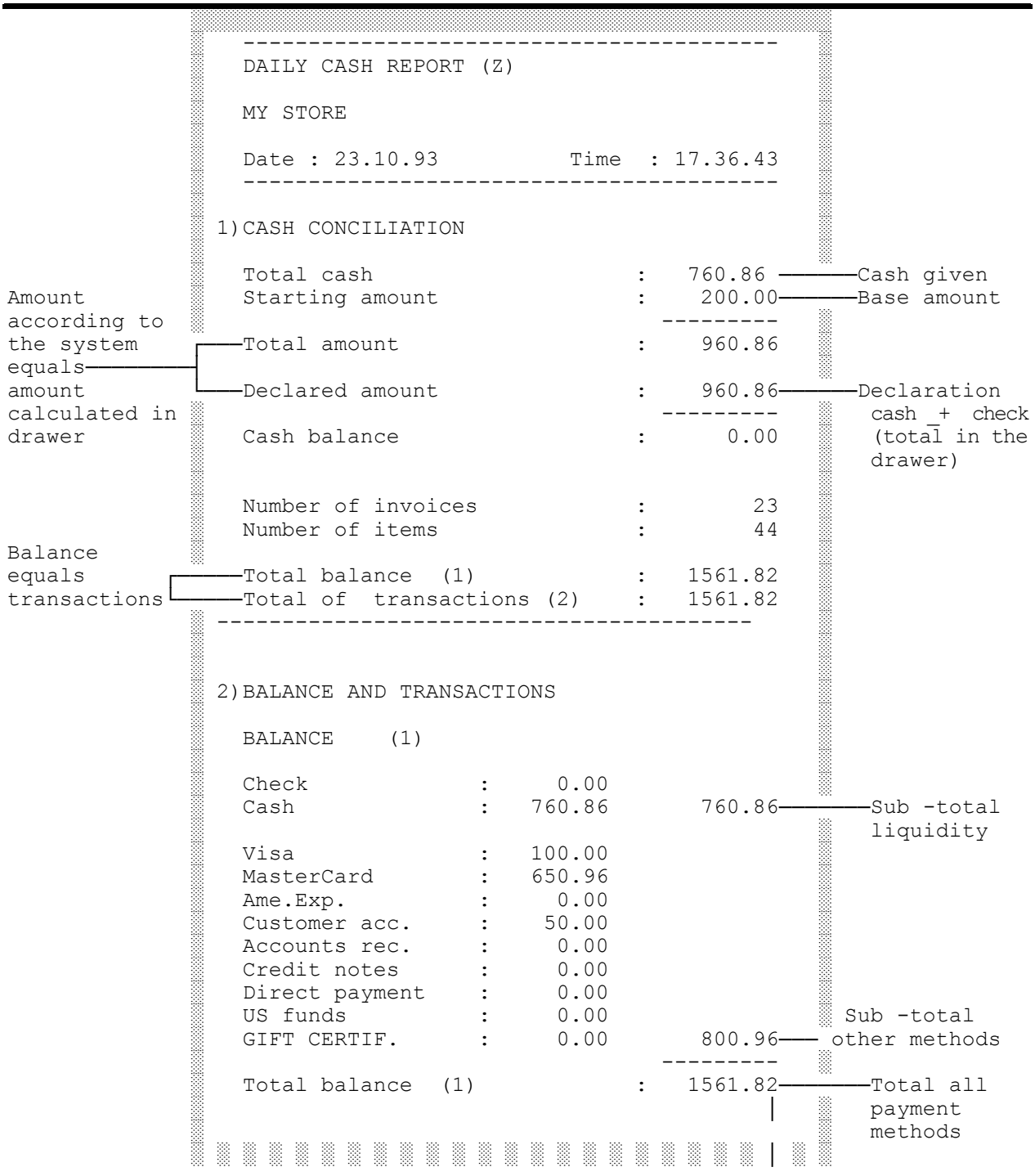
Messages will appear on screen listing the current system activity.

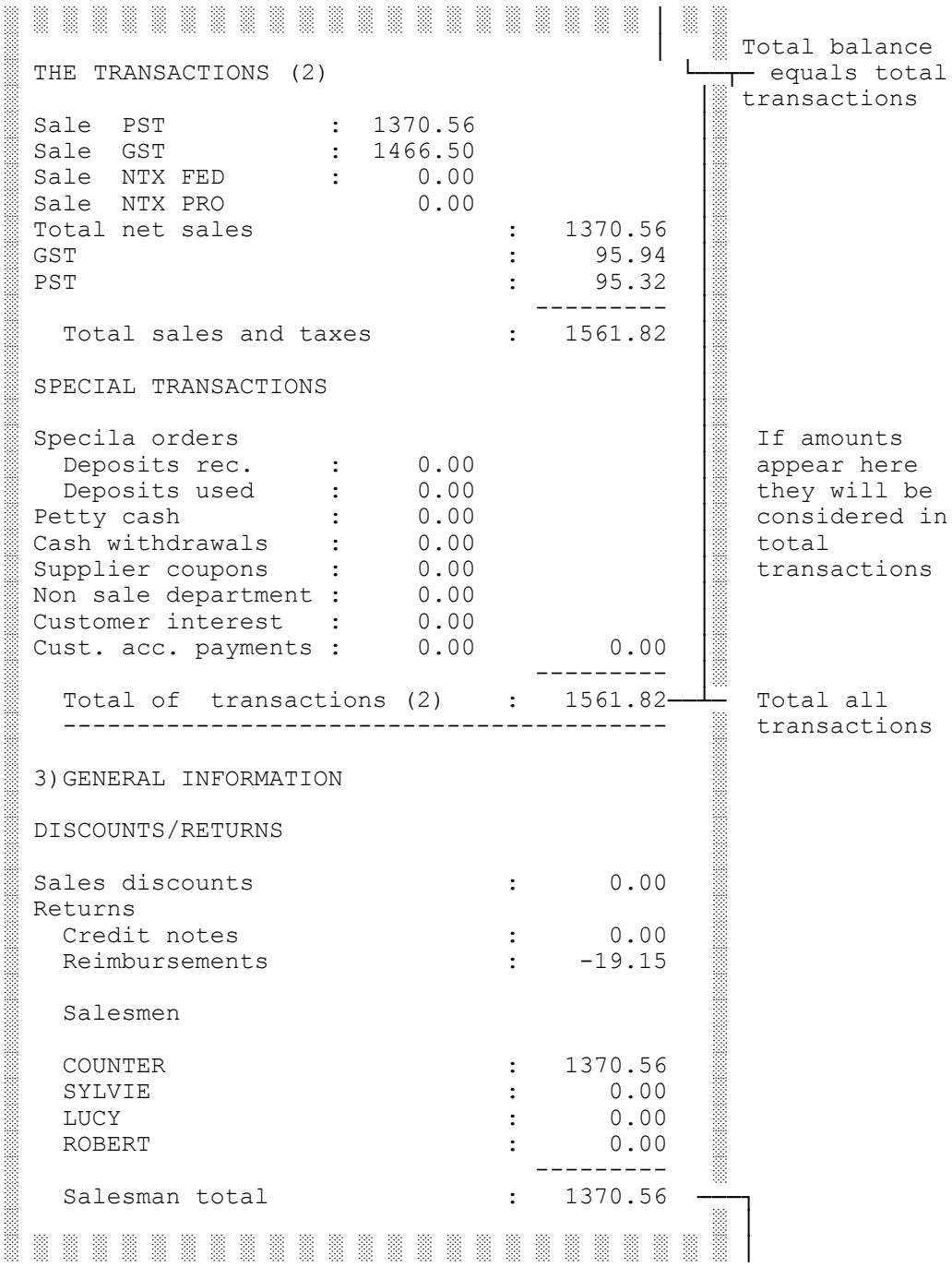
DAILY CLOSEOUT (con't)

Even when the cash report has terminated, it is important to wait for the processing to finish. When the screen returns to the Main menu, you may then press ***[Q]*** in order to shut down your computer.

For those using the inventory module, a messgae may appear if you created new items during invoicing. The question asked is if you want a list of these items created on your daily closing report (Z).

On the following pages, examples of the reports are outlined - in sales slip format. Pay close attention to the details of these reports.


DAILY CASH REPORT (Z)
MY STORE
Date : 23.10.93 Time : 17.36.43
1)CASH CONCILIATION
Total cash : 760.86
Starting amount : 200.00
Total amount : 960.86
Declared amount : 960.86
Cash balance : 0.00
Number of invoices : 23
Number of items : 44
Total balance (1) : 1561.82
Total of transactions (2) : 1561.82
2)BALANCE AND TRANSACTIONS
BALANCE (1)
Check : 0.00
Cash : 760.86 760.86
Visa : 100.00
MasterCard : 650.96
Ame.Exp. : 0.00
Customer acc. : 50.00
Accounts rec. : 0.00
Credit notes : 0.00
Direct payment : 0.00
US funds : 0.00
GIFT CERTIF. : 0.00 800.96
Total balance (1) : 1561.82
Cash given
Base amount
Amount according to the system equals amount calculated in drawer
Declaration cash + check (total in the drawer)
Balance equals transactions
Sub -total liquidity
Sub -total other methods
Total all payment methods


Total balance equals total transactions
Amount of sales taxable by tax level
Tax details
If amounts appear here they will be considered in total transactions
Total all transactions
Other informations

THE TRANSACTIONS (2)

Sale PST	: 1370.56		
Sale GST	: 1466.50		
Sale NTX FED	: 0.00		
Sale NTX PRO	0.00		
Total net sales		:	1370.56
GST		:	95.94
PST		:	95.32
Total sales and taxes		:	1561.82

SPECIAL TRANSACTIONS

Specila orders			
Deposits rec.	: 0.00		
Deposits used	: 0.00		
Petty cash	: 0.00		
Cash withdrawals	: 0.00		
Supplier coupons	: 0.00		
Non sale department	: 0.00		
Customer interest	: 0.00		
Cust. acc. payments	: 0.00		0.00
Total of transactions (2)		:	1561.82

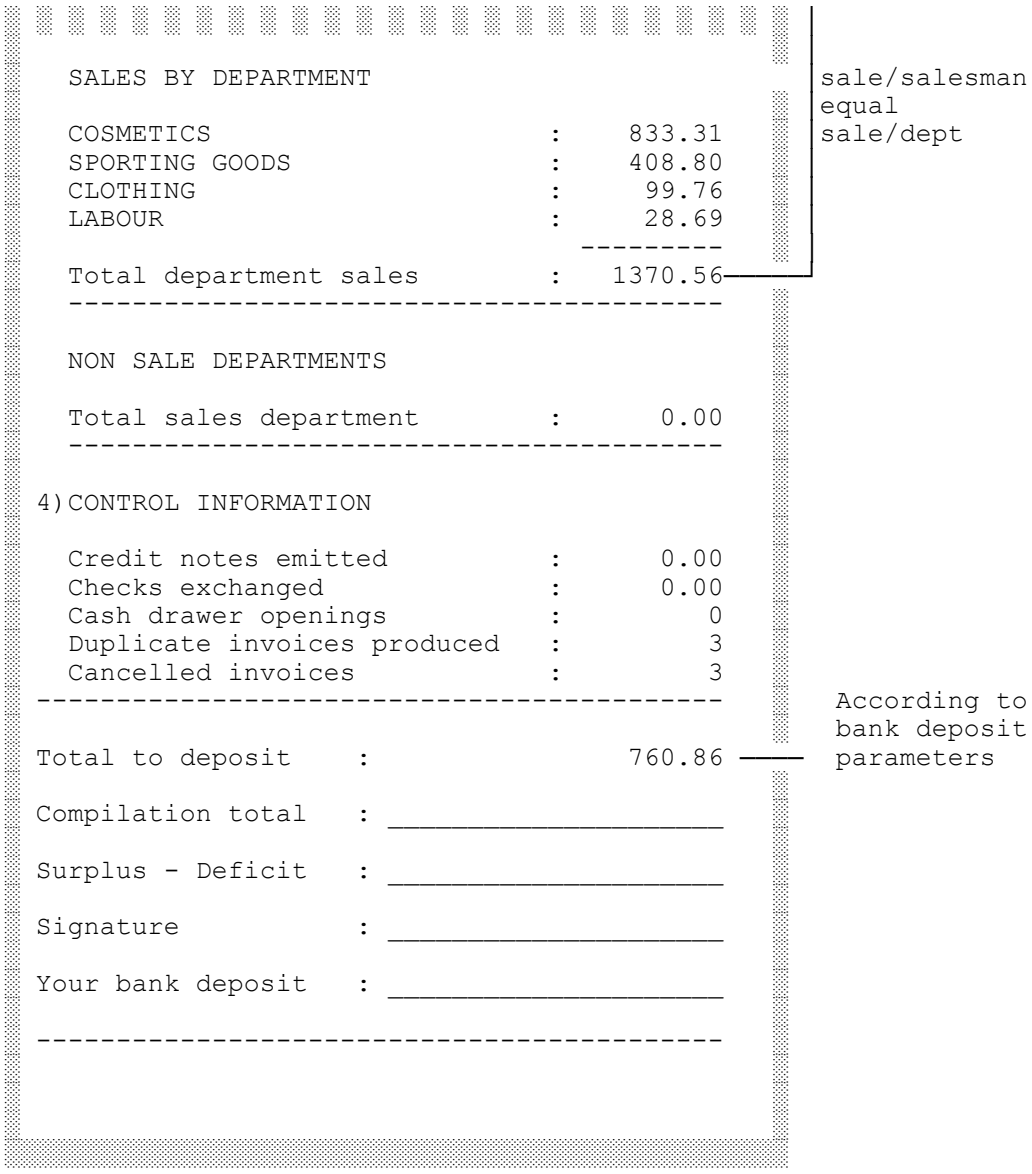
3)GENERAL INFORMATION

DISCOUNTS/RETURNS

Sales discounts	:	0.00
Returns		
Credit notes	:	0.00
Reimbursements	:	-19.15

Salesmen

COUNTER	:	1370.56
SYLVIE	:	0.00
LUCY	:	0.00
ROBERT	:	0.00
Salesman total	:	1370.56


SALES BY DEPARTMENT
COSMETICS : 833.31
SPORTING GOODS : 408.80
CLOTHING : 99.76
LABOUR : 28.69
Total department sales : 1370.56
NON SALE DEPARTMENTS
Total sales department : 0.00
4)CONTROL INFORMATION
Credit notes emitted : 0.00
Checks exchanged : 0.00
Cash drawer openings : 0
Duplicate invoices produced : 3
Cancelled invoices : 3
Total to deposit : 760.86
Compilation total : _____
Surplus - Deficit : _____
Signature : _____
Your bank deposit : _____
sale/salesman equal sale/dept
According to bank deposit parameters

Certain lines of information with data at zero (salesmen, departments) cannot be printed on your sales slip.
The important data to verify are those displayed on the example daily closeout (sales slip) above.

DAILY CLOSEOUT (con't)

A transaction that was improperly registered will be visible by means of an imbalance in the daily closeout report. The imbalance will be evident if the total to deposit does not equal the total of the transactions according to the balance sheet.

A cash imbalance (short or over) is an error of the total money that is left in the cash drawer (usually change remittance erros) or improper registration of the invoice.

However, if an imbalance is caused by equipment or power surges/drain, contact your nearest **InformaStock** agent or call Les logiciels **InformaStock** directly.

We recommend you prepare a daily closeout for each business.

The daily closeout is an important process since the system creates a transaction file for the day (with the name being the date i.e., 120396, 110896 etc) in the backup.trx directory and also compiles sales statistics as well as updating several other files (reports, taxes etc).

See the Reports section that reflect the data held in your daily closeout files (tax reports, transaction reports etc).

BALANCE-DUE OR INVOICE-BY-INVOICE

Before creating your customer accounts you must decide whether to to manage the accounts via the balance-due or invoice-by-invoice methods - (see section on Company information in your Customer accounts menu). **Make sure you choose the method that works best for you since you cannot modify the already-registered customer-account transactions.**

***** ATTENTION *** ATTENTION *****

BALANCE DUE

Method : You only have the transaction details for the month (invoice, payment, discount, interest). The previous transactions are totaled with each month's ending balance (in 30-60-90-120 day format).

Account statement: The monthly account statements list the monthly puchases only. Refer to the previous account statement for the details of the previous balance. (Ex.: credit cards).

Payments: The payments are entered via the invoice and automatically diminish the balance due for the customer. No references to the invoice numbers are registered.

INVOICE-BY-INVOICE

Method : All unpaid invoices are saved for justifying the balance due.

Account statement: The account statements hold the details of all the unpaid invoices.

Payments: The payment must be entered or managed via the Payment management section of the Customer accounts menu.

BALANCE-DUE OR INVOICE-BY-INVOICE (con't)

How the customer accounts function using balance due method:

- The reserved word "Payment" must be entered in the item number column of the invoice and the amount of the customer payment.
- The sales slip issued functions as the customer receipt.
- On the daily closing report, the customer account payment will be conciliated with amount to deposit.
- The balance of the account will be diminished by the amount of the payment.
- The account statement will display the previous balance, add the current monthly transactions, subtract the payments and will calculate the new balance. The new balance generated will become the previous balance on the next statement issued and the details of the latter will not be displayed on the former.
- After the month's end, all transactions will be registered in the sales historical files for the customer.

How the customer accounts function using invoice-by-invoice:

THE QUICKEST METHOD:

- All payments received are registered using the Payment management of the Customer files menu.

- The balance diminshes the corresponding invoices.

- The account statement details all the invoices that are not completely paid.

- No receipts are given to the customer.

- The payment deposit is to be managed manually. It will not appear on the daily closeout report (Z). Use, instead, the payment management report.

BALANCE-DUE OR INVOICE-BY-INVOICE (con't)

How the customer accounts function using invoice-by-invoice:

THE LONGEST METHOD:

- In the invoice, enter the reserved word "Payment".

- The invoice balance does not diminish automatically; only after the payment is entered with payment management.

- At the Customer files menu, proceed to the Payment management and call up the required account. On the amount field, enter ***[?]*** to retreive the amount registered in the invoice and apply the payment to the proper invoice(s).

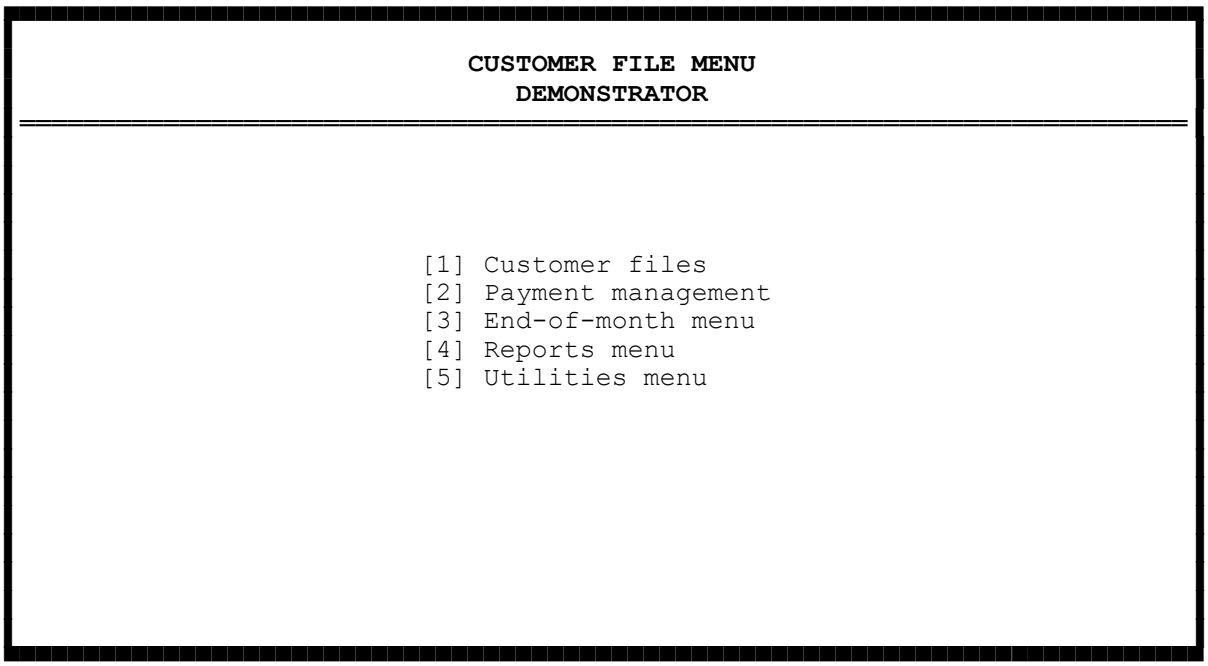
- The invoices paid are compiled in the historical files with the End-of-the-month procedure.

- You process the deposits for the account payment via your daily closeout report. They will then be concilliated by checks or cash method.

- All payments are registered in the sales historical files of the customer and in your daily transactions reports.

CUSTOMER FILE MENU

You access the customer account management by pressing ***[3]*** from the Main menu of **InformaStock.** The following sub-menu appears :



[ESC] Return

Customer records are also accessible from the invoice by pressing ***[F7]*** and ***[F1]***.

Press ***[Esc]*** to return to the Main menu of **InformaStock.**

CUSTOMER FILES

Customer file creations allows you to manage the purchases made by your customers, to allow credit limits to each customer (if applicable) as well as keep track of outstanding balances. You may even register all cash transactions and allow personalized discouts to customers who usually pay cash.

CUSTOMER FILE

```
Account number   : 2221212
Search           : ME  & YOU

Name             : ME AND YOU COMPANY
Care of          :
Address          :
City             :
Postal code      :
Telephone        :
Fax              :

Salesman     (?) :             Date Last Purch. : ..:..:..
Discount at cash :
Terms        (?) :             Account balance  :
Admin. charges   :             Credit margin    :
# prov. tax      :                                :  -------
# fed. tax       :             AVAILABILITY     :
Price level      :
ACtive Acc. (Y/N): O           Acc. statem.(Y/N):
```

[F6] Menu [PgUp] Previous [PgDn] Next [Esc] Return

Upon entering an account number, a verification is made to see if the account exists. If it does, indeed, exist the customer record displays. If the number does not exist, after pressing ***[Enter]*** a message appears stating that you are entering a non-registered customer. You may then enter the required information for this new entry.

CUSTOMER FILES (con't)

You may enter up to eight (8) characters for the account number and up to sixteen (16) characters for the search field. These are alphanumeric keys and will be used as the reference numbers for customer reports. Please note that the account number must be unique while the search key does not need to be.

The account number is customarily the customer telephone number. We suggest, however, not to enter the hyphen and to enter ,instead, as the last character an identifier for each member of the same family.

You are also able to use the search function by entering ***[?]*** in the account number field or by entering the first three (3) characters in the search field.

The name, address and city fields can handle up to twenty-five (25) characters each and display automatically upon entering an existing account number.

You may assign a salesman for each customer by pressing ***[?]*** on the salesman field or by entering the salesman who opened the account. You can also automatically give a discount to preferred customers in the invoice depending on the customer and whether the item is discountable.

The payment terms and administration charges should be entered if you wish that the end-of-month interest calculations are performed automatically.

The tax exemption numbers, increasingly rare, should be indicated if applicable. Do not enter anything if tax exemptions are not allowed.

You may attribute a price level to each customer. Besides personalized prices and direct global discounts there are four different price levels that exist in your system :

CUSTOMER FILES (con't)

Level 0 : calculates the most advantageous price for the customer (depending on your invoice parameters, customer discount, personalized price).

1: forces the entry of price 1 of your inventory file.

2: forces the entry of the sale price (2) of the inventory file.

3: forces the entry of price 3 of the inventory price.

4: to force the sale according to the cost plus %. In this case the percentage entered will be the entry found in the "Discount at cash" field. Also with level 4, the field "Discount at cash" is not used to to diminish the invoice total but to calculate the retail price according to the cost plus a profit margin.

With the creation of every customer file, the file is, by default, active.

If you need to temporarily suspend the use of a customer account, render the customer file inactive. This will affect all future account purcahses for this customer but payments for this account can be accepted. An inactive account does not delete the customer file.

The current invoices (or the unpaid invoices in invoice-to-invoice) must be entered in the initialization module to have an effect on the balance and to initialize the customer's month.

In balance due, enter the past invoices due (30-60-90-120) in tha table that appears on the right of the screen once you arrive at the "Account balance" field.

CUSTOMER FILES (con't)

You may also choose as to whether the cusomer will receive an acount statement ech month.

The current purchases are automatically updated each day for each invocie.

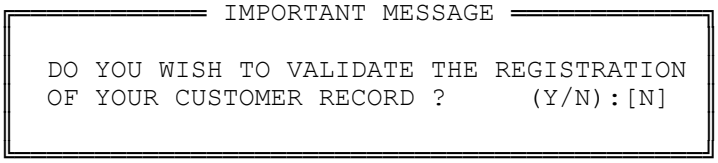
Press ***[Tab]*** to display the financial information for the customer - puchase totals, credit available, current balance. **This data will be invisible if you display the customer account at the counter (for confidentiality).**

In the invoice, if you press ***[F7]*** "Customer account", the system will ask you to enter the customer and will then accumulate automatically all the items puchased by the customer in the "PUCHASES OF THE MONTH" setion of the customer account.

In the payment method, you can choose "Others" and then "Customer account". **However, these two fuctions,(calling "Customer files" and the "Customer account" payment method are not inter-related.**

Also, all purchases are registered in the customer's "PURCHASES OF THE MONTH". A verification will take place and if the credit limit has been , an alert message will display. Important to note that the system will not reject the transaction as the resposibility remains with the person conducting the sale.

The ***[PgUp]*** and ***[PgDn]*** keys will allow you to scroll to the next or previous respectively. A message will display as to whether you want register the possible changes you may make as you scroll through the list.



CUSTOMER FILES (con't)

THE FUNCTIONS

By pressing ***[F6]***, after calling up a customer record, a window displays with the available functions regarding the customer account.

CUSTOEMR ACOUNT

```
Account number   : 2221212
Search string    : ME & YOU

Name             : THE ME AND YOU COMPANY
Care of          :
Addr ┌──────────────── THE FUNCTIONS ────────────────┐
City │                                                │
Code │            [F1]  Save                          │
Tele │            [F2]  Unpaid purchases              │
Fax  │            [F3]  Sale historical               │
     │            [F4]  Print profile                 │
Sale │            [F5]  Comments page                 │
Disc │            [F7]  Financial profile             │ ..:..
Term │            [F8]  Personalized prices           │
Admi │            [F9]  Departmental discount         │
# ta │          [Tab]  Display information            │ -------
# ta │          [Esc]  Return                         │
Pric │      [Alt][F1]  Erase the account              │
Acco └─────────────────────────────────────────────────┘
```

[F6] Menu [PgUp] Previous [PgDn] Next [Esc] Return

[F1] Allows you to save to disk new or modified entries.

[Esc] to remove the function window display and return to the customer record. Pressing ***[Esc]*** a second time will exit the customer record without saving.

CUSTOMER FILES (con't)

[F2] UNPAID PURCHASES

This function allows you to display the list of monthly transactions for the customer requested.

Attention: Verify the payment methods of each invoice before the checking the balances due.

CUSTOMER ACCOUNT - MONTHLY PURCHASES

Account number : 4661234 CLYDE WAGNER

Invoice	Item number	Total	Disc.	Tax P	Tax F	Balance	S.	Date	P
5560	PAYMENT	55.98	0.00	0.00	0.00	55.98	1	02.05.2001	C
7578	INVOICE	9.60	0.00	0.67	0.67	10.94	2	24.05.2001	F
7598	INVOICE	141.00	0.00	9.81	9.87	160.68	1	25.05.2001	F
7600	INTEREST	3.75	0.00	0.00	0.00	3.75	1	31.05.2001	F

[F1] Invoice/purch. [F2] Print [PgDn] Next [PgUp] Prev. [Esc] Return

With ***[F1]*** in this screen, the invoice details will display :

CUSTOMER ACCOUNT - MONTHLY PURCHASES

Account number : 4661234 CLYDE WAGNER

Invoice	Item number	Total	Disc.	Tax P	Tax F	Balance	S.	Date	P
5560	PAYMENT	55.98	0.00	0.00	0.00	55.98	1	02.05.2001	C
7578	1-1	9.60	0.00	0.67	0.67	10.94	2	24.05.2001	F
7598	278027	25.00	0.00	1.74	1.75	28.49	1	25.05.2001	F
7598	P01-345	106.40	0.00	7.40	7.45	121.25	1	25.05.2001	F
7598	1-1	9.60	0.00	0.67	0.67	10.94	1	25.05.2001	F
7600	INTEREST	3.75	0.00	0.00	0.00	3.75	1	31.05.2001	F

[F1] Invoice/purch. [F2] Print [PgDn] Next [PgUp] Prev. [Esc] Return

CUSTOMER FILES (con't)

[F2] UNPAID PURCHASES

No matter if you are in the Invoice screen or Purchase details, you may use the following options:

[F2] to print the report currently on screen.

[PgDn] and
[PgUp] to access, if applicable, information on the next or previous screen.

[Esc] to return to customer files.

[F3] SALES HISTORICAL

Allows you to browse, for the requested custoemr, the list of all transactions already registered in the historical file, including already-paid invoices, as well as invoices and payments for previous months.

CUSTOMER FILES -SALES HISTORICALL

Account number : 4661234 CLYDE WAGNER

Invoice	Item number	Total	Disc.	Tax P	Tax F	Balance	S.	Date	P
5560	PAYMENT	55.98	0.00	0.00	0.00	55.98	1	02.05.2001	C
7578	INVOICE	9.60	0.00	0.67	0.67	10.94	2	24.05.2001	F
7598	INVOICE	141.00	0.00	9.81	9.87	160.68	1	25.05.2001	F
7600	INTEREST	3.75	0.00	0.00	0.00	3.75	1	31.05.2001	F

As with Unpaid Purchases, pressing ***[F1]*** displays the details of all transactions for each invoice.

CUSTOMER FILES (con't)

[F4] PRINT PROFILE

Allows you to print on sales slip format a profile of the customer account.

```
                ACCOUNT PROFILE
-------------------------------------------
hh.mm  17:18                      22.09.2003

ACCOUNT NUMBER  :  353-0024
ABC CONSTRUCTION INC.
PETER MANLEY
1312 CASSIDY
YOUR TOWN, (AC)
A1B 2C3
(514) 353-0024
(514) 535-0020

SALESMAN  : LOUIS
TERMS     : NET 15 DAYS
ADMIN. CH.: 24.00 %
-------------------------------------------
TOTAL PURCHASES ON YOUR ACCOUNT  :

PURCHASES TO DATE  :   159.59 $
DATE LAST PURCHASE : 20.09.2003

PLEASE PAY THIS AMOUNT   :   159.59 $


-------------------------------------------
MY STORE
8840 KENNEDY
MY TOWN , (AA)

J4X 1C2
(514) 671-2688
-------------------------------------------
```

CUSTOMER FILES (con't)

[F5] COMMENTS PAGE

Allows you to access the customer comments page.

```
═══════════════════ CUSTOMER FILES - COMMENTS PAGE ═══════════════════
 Accont number   :  4661234         ARNOLD ZIFFLE
```

```
  1) NUM. OF YRS AS CLIENT :  5 ANS
  2) NUM. OF EMPLOYEES     :  25
  3)                       :  ........................................
  4)                       :  ........................................
  5)                       :  ........................................
  6)                       :  ........................................
  7)                       :  ........................................
  8)                       :  ........................................
  9)                       :  ........................................
 10)                       :  ........................................
 11)                       :  ........................................
 12)                       :  ........................................
 13)                       :  ........................................
 14)                       :  ........................................
 15)                       :  ........................................
```

[F1] Save **[Esc] Return**

The Comments page lets you enter any information - (personal preferences, for example) - for each customer. The comment titles are entered via Utilities section of the Customer Accounts menu.

The first five lines are also accessible by the regular invoice personalization.

[F6] MENU

Reserved for the available functions display window.

CUSTOMER FILES (con't)

[F7] FINANCIAL PROFILE

Allows you to display complete transaction information including past balances due.

CUSTOMER FILES FINANCIAL PROFILE

Account number : 8681284 WAGNER SPORTS INC.

CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS	TOTAL
59.95	0.00	0.00	0.00	0.00	59.95

		PURCHASE	COST	PROFIT $	MARGIN %
January	:	179.00	151.32	27.68	15.46
February	:	0.00	0.00	0.00	0.00
March	:	0.00	0.00	0.00	0.00
April	:	0.00	0.00	0.00	0.00
May	:	141.00	103.80	37.20	26.38
June	:	0.00	0.00	0.00	0.00
July	:	0.00	0.00	0.00	0.00
August	:	0.00	0.00	0.00	0.00
September	:	141.00	103.80	37.20	26.38
October	:	50.40	42.72	7.68	15.24
November	:	1284.80	575.86	708.94	55.18
December	:	1736.00	472.50	1263.50	72.78
TOTAL	:	3532.20	1450.00	2082.20	58.95

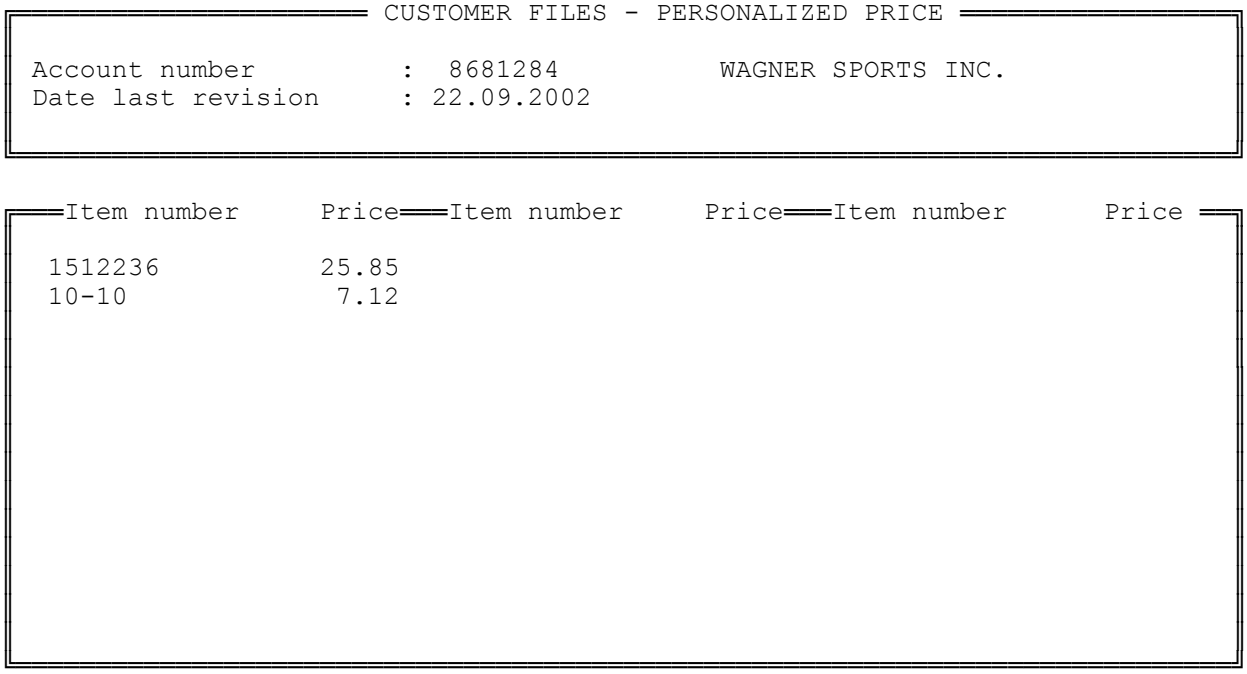
[Esc] Return

You can easily and conveniently display the purchases past due on any customer account (current-30day-60day,...). Plus, the totals of these purchases for each month of the current year is allow displayed.

CUSTOMER FILES (con't)

[F8] PERSONALIZED PRICE

Allows you to attribute to each of your customers, fifty-one (51) items with a personalized price. Also, you can keep a catalog of specials containing the best-sellers for a given customer


CUSTOMER FILES - PERSONALIZED PRICE
Account number : 8681284 WAGNER SPORTS INC.
Date last revision : 22.09.2002
Item number Price Item number Price Item number Price
1512236 25.85
10-10 7.12
[F1] Save [F2] Delete [Esc] Return

CUSTOMER FILES (con't)

[F9] DEPARTMENT DISCOUNTS

Let's you award discounts according to departments to each of your customers.

DISCOUNT CLIENT/DEPARTEMENT

```
Account number  : 281-8914   WAGNER SPORTS INC.

        Departement          Description       Discount %

        1: 000               DISCOUNT ON SALES   [..]
        2: 010               COSMETICS            ..
        3: 020               CLOTHING             15
        4: 030               SKIS                 25
        5: 040               SKATES               20
        6: 050               TENNIS               ..
        7: 060               JOGGING SUITS        ..
        8: 070               HOCKEY               ..
        9: 080               BASEBALL             ..
       10: 090               WHATEVER             ..
```

[F1] Save **[Esc] Return**

A customer can have a general cash discount of ten (10%) percent on the total products but, more specifically, for one or more different departments (ex.: 15%).

The system will always select the most advantageous price for the customer (between sale price, department or cash discount, and personalized price). However, the maximum discount depends always on each individual item sold. Discount limit in the invoice is set in the inventory item's record file.

CUSTOMER FILES (con't)

[F10] HIDDEN FUNCTION

Allows you to manually retract a current transaction from the customer balance. It, however, remain in the purchases statistics of the customer sales historical - (example : interest not to be charged).

The same window appears as that of the ***[F2]*** function. Position the cursor on the line to be removed an press on the ***[Ins]*** key. A check(□) will appear along side the invoice number.

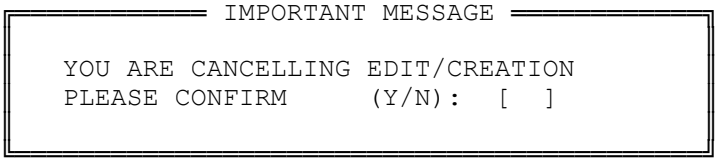
Pressing ***[Ins]*** a second time will remove the ckeck in case of error. Press ***[Esc]*** to quit the window and any modifications made are saved to disk.

[Tab] DISPLAY INFORMATION

For over-the-counter security reasons, once you enter the customer files, the financial information (bottom of page) does not display automatically. In order for this information to display, press ***[Tab]***.

[Esc] QUIT

Allows you to exit the current customer record displayed. A message will display asking you if any modifications made should be saved:



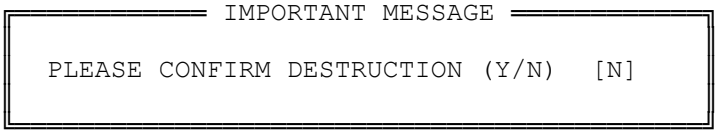
Answer yes to the question and press ***[Esc]*** a second time on the empty customer file record and you will be returned to he Customer Accounts menu. Or press ***[F1]*** to register any cahnges made before pressing ***[Esc]***.

CUSTOMER FILES (con't)

[Alt][F1] DELETE CUSTOMER ACCOUNT

Will allow you to delete a customer account ONLY IF THE BALANCE FOR THE ACCOUNT IS AT ZERO.

The sales historical on the purchases will also be lost.



We recommend you use the Active (Y/N) field in the Customer record to temporarily close the account.

PAYMENT MANAGEMENT

BALANCE DUE

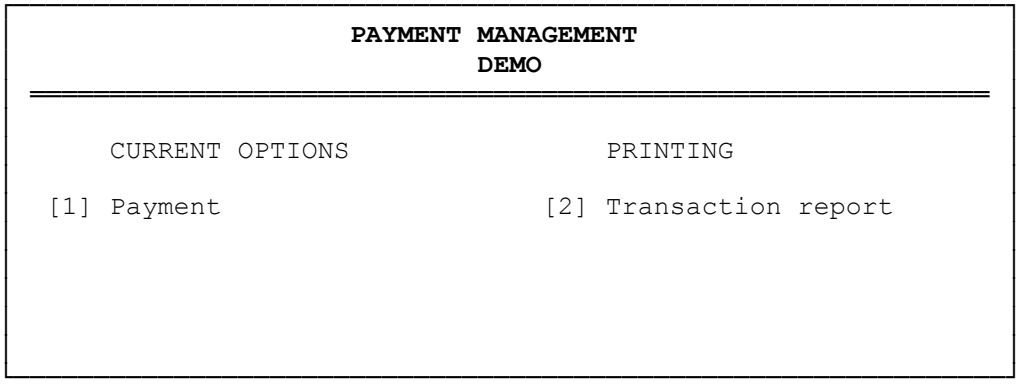
Use the reserved word PAYMENT in the invoice and the customer balance is automatically updated.

The payments will appear on the account statemnet and with customer transactions (using (***[F2]*** ou ***[F3]***).

INVOICE-TO-INVOICE

Choosing option 2 from the Customer accounts menu, brings you to payment management section. Here, you precisely apply the payments to its respective invoice of the customer account.

THIS MENU IS AVAILABLE ONLY IF YOU ARE USING THE INVOICE-TO-INVOICE CONFIGURATION



[Esc] Return

PAYMENT MANAGEMENT (con't)

PAYMENT APPLICATION

All payment applications are made in the following screen:

CUSTOMER FILES - PAYMENT MANAGEMENT

```
DATE          :  DDMMYYYY                  # OF PAYMENT      :
CUSTOMER #    :                            PAYMENT AMT.   (?):
INVOICE #     :                            BALANCE           :
```

Once the customer number, invoice number and date are entered, all unpaid invoices will appear on the screen.

[?] on the payment balance to display, if applicable, all payments registered for the invoice.

[Tab] entered in the top screen portion will bring you directly to the invoices (bottom screen portion). Used to apply a credit (negative invoice) on other invoices.

CUSTOMER FILES - PAYMENT MANAGEMENT

```
                                       # OF PAYMENT      : 1
CUSTOMER #    :                        PAYMENT AMT.   (?): 109.60
                                       BALANCE           : 109.60
```

#	T	DATE	INVOICE	TOTAL	TOTAL DISC	TOTAL PMT	BALANCE	DIS	PMT
1	F	25.05.2001	7598	9.60	0.00	0.00	9.60	0.00	
2	F	28.05.2001	8759	141.00	0.00	41.00	100.00	0.00	
3	I	31.05.2001	9600	3.75	0.00	0.00	3.75	0.00	
				144.35	0.00	41.00	103.35	0.00	

[F1] Save **[F2] Complete payment** **[F3] Discount** **[Esc] Return**

PAYMENT MANAGEMENT (con't)

[End] Press ***[End]*** next to invoice, if the payment affects the total amount of the invoice.

[Del] Delete the payment already entered in the invoice.

[F1] Save the payment entries.

[F2] Enter as payment the total amount due on the invoice as well as all the other invoices listed.

[F3] Allows you to give a payment discount on an invoice or to remove any administarion charges.

[Esc] to quit without saving.

Example screen of applied payments :

CUSTOMER FILES - PAYMENT MANAGEMENT

CUSTOMER # : 8681254	# OF PAYMENT : 1 PAYMENT AMT. (?): 109.60 BALANCE : 0.00

#	T	DATE	INVOICE	TOTAL	TOTAL DISC	TOTAL PMT	BALANCE	DIS	PMT
1	F	25.05.2001	7598	9.60	0.00	0.00	0.00	0.00	9.60
2	F	28.05.2001	8759	141.00	0.00	41.00	0.00	0.00	100.00
3	I	31.05.2001	9600	3.75	0.00	0.00	0.00	3.75	
				144.35	0.00	41.00	0.00	3.75	109.60

[F1] Save **[F2] Complete payment** **[F3] Discount** **[Esc] Return**

PAYMENT MANAGEMENT (con't)

PAYMENT APPLICATION

InformaStock will not allow you to save the payment if the amount entered as payment total (top) does not equal the total of payments applied to the invoices (bottom).

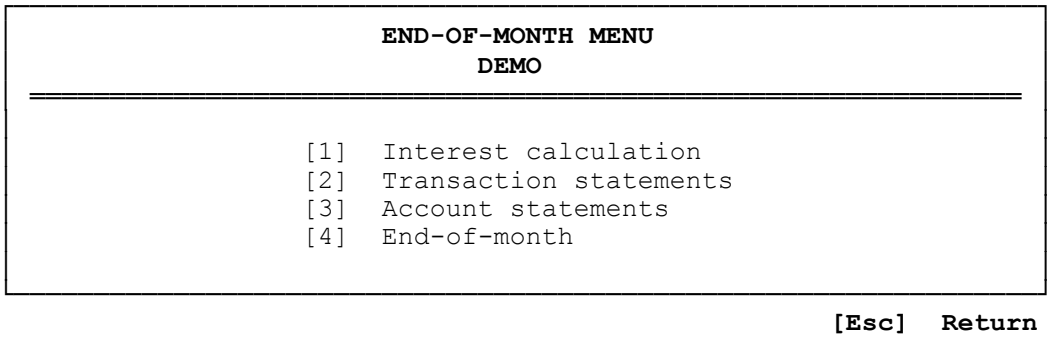
TRANSACTION PAYMENTS REPORT

This is a report of the applied payments for a given period only - that is, only the invoices that have an applied payment (either total or partial) will be listed on the report.

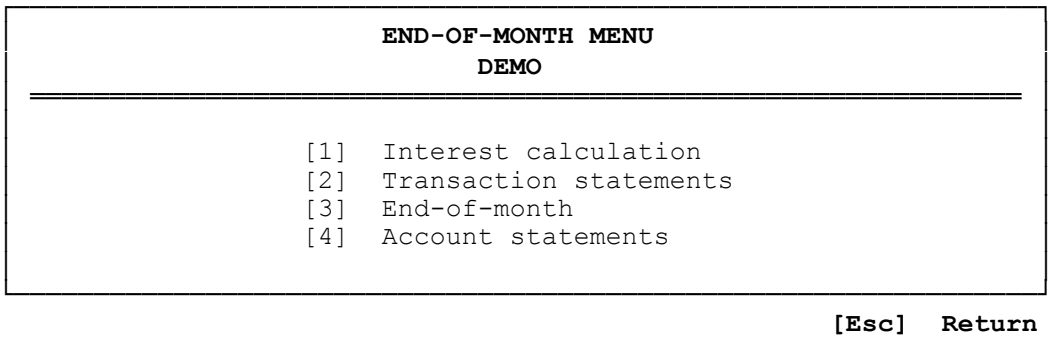
END-OF-MONTH MENU

In choosing option 3 from the Customer accounts menu, you are brought to the customer end-of-month procedures.

The menu in balance due mode is :



The menu in invoice-to-invoice is :



PLEASE FOLLOW STEPS 1 THROUGH 4 CAREFULLY AS THEY APPEAR ON YOUR SCREEN.

INTEREST CALCULATION (balance due)

The program will generate the applicable administration charges to each customer account (according to the percentage % entered in each record) on all transactions that are already in the 30 day and those for a precise day of the month.

END-OF-MONTH MENU (con't)

INTEREST CALCULATION (invoice-to-invoice)

The program will generate the applicable adoministration charges to each customer account and each transaction passed due and those for a precise day of the month.

TRANSACTION STATEMENT

This option allows you to print a report of all monthly transactions for each customer account.

N.B.1: You must manually declare into your general ledger the payments made (invoice-to-invoice),the payment discounts given using***[F3]*** in the payment management and the total of interest calculated in the end-of-month.

N.B.2: Also,in the case of total interest entered in the report you must diminish, if applicable, the interest entered manually in the invoice using the reserved word INTEREST. To consult the amount already declared in the general ledger, consult the transaction summary for the same period.

The option to print the transaction report is made via the following screen :

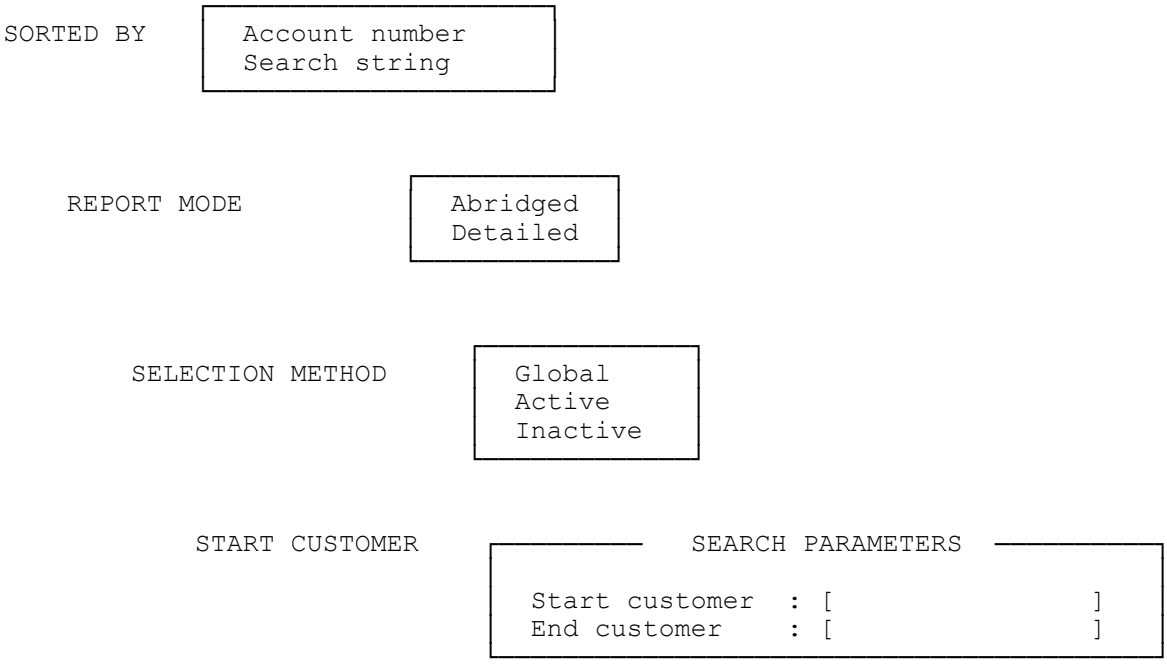
TRANSACTION STATEMENT REPORT

```
Sorted by          :
Report mode        :
Selection method   :

Start customers    :
End customers      :

End date           :
```

[F1] Print **[Esc] Return**

END-OF-MONTH MENU (con't)

To help you select the kind of report you desire, you have the following choices :



[F1] Once ready to print.

[Esc] Once for re-choosing the sort. Twice to quit.

END-OF-MONTH MENU (con't)

ACCOUNT STATEMENTS (Steps 3 or 4, follow screen)

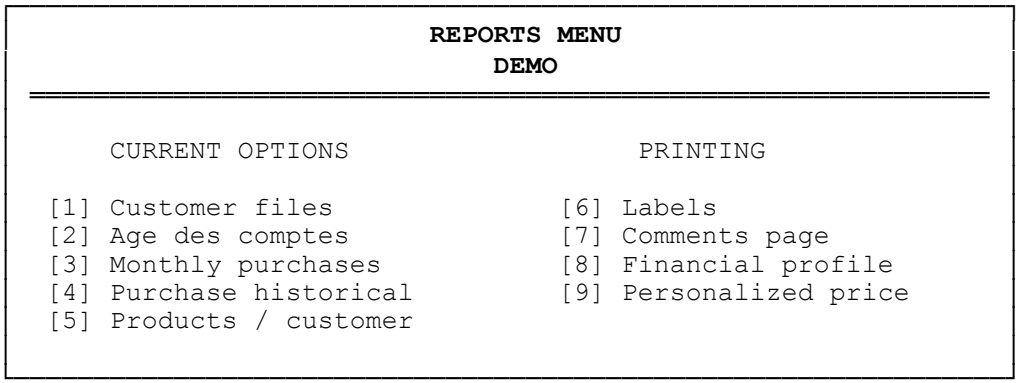
Allows you to print the account statements acording to the standard d'**InformaStock** format all transactions issued before a specific date. You may specify the customer account number intervals to print on the report.

END-OF-MONTH (Steps 3 or 4, follow screen)

The system will update the account balances as well as purge the monthly transactions.

REPORTS MENU

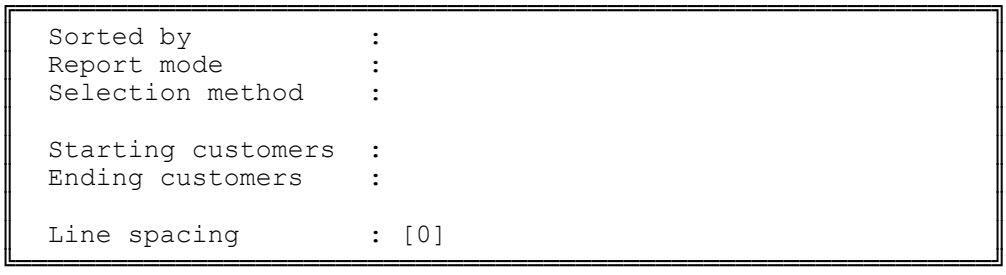
In choosing this option, you access the Reports menu with all the available Customer account reports.



The reports can be viewed on screen or on an 8 1/2" x 11" printer.

CUSTOMER FILES

Complete or abridges list of all your customers.



REPORTS MENU (con't)

AGE DES COMPTES

Lists the amount due for each customer according to account interval - 30 days - 60 days - 90 days - 120 days.

```
Sorted by           :
Report mode         :
Selection method    :
Files at zero       :
Starting customers  :
Ending customers    :

Line spacing        : [0]
```

[F1] Print **[Esc] Return**

MONTHLY PURCHASES

Report corresponding to ***[F2]*** do your customer files and for the customer interval chosen.

```
Sorted by           :
Report mode         :
Selection method    :

Starting customers  :
Ending customers    :
```

[F1] Print **[Esc] Return**

REPORTS MENU (con't)

PURCHASE HISTORICAL

Sales report of the account interval chosen corresponding to ***[F3]*** of your customer files.

```
Sorted by           :
Report mode         :
Selection method    :

Starting customers  :
Ending customers    :

Start date          :
End date            :
```

[F1] Print **[Esc] Return**

PRODUCTS / CUSTOMER

Report of all customers who have bought a specific product.

```
SEARCH PARAMETERS

Starting date :  [DD.MM.YYYY]
Ending date   :  [DD.MM.YYYY]
```

```
SEARCH PARAMETRS

Starting items : [              ]
Ending items   : [              ]
```

```
SEARCH PARAMETERS

Starting order num.: [           ]
Ending order num.  : [           ]
```

REPORT MENU (con't)

LABELS

Customer address labels (for mailing)on a standard label format 1" x 3 1/2".

```
═══════ SEARCH PARAMETERS ═══════
   Starting customers:[          ]
   Ending customers : [          ]
```

```
═══════ NUMBER OF LABELS ═══════
   Quantity wanted  :  [..]
```

COMMENTS PAGE

Prints the comments pages of all your customers.

FINANCIAL PROFILE

Prints the financial profile according to purchases made each month. References ***[F7]*** in your Customer files.

PERSONALIZED PRICE

Lists the products and the prices which have been personalized to certain customers.

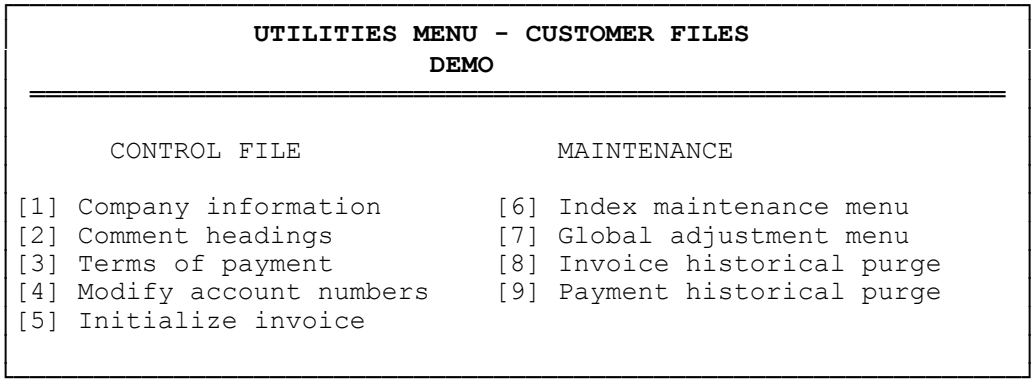
For the three previous reports, enter the following details :

```
  Sorted by           :

  Selection method    :

  Starting customers  :
  Ending customers    :
```

[F1] Print **[Esc] Return**

UTILITIES MENU

Allows access to configuration control parameters of the Customer accounts.



Pressing ***[Esc]*** will return you to Customer accounts menu.

UTILITIES MENU (con't)

COMPANY INFORMATION

This screen is accessible via the manager's password :

COMPANY INFORMATION

```
Password CLERK     :  PASSWORD00
Password MANAGER   :  JACQUES000

Name               :  LES LOGICIELS INFORMASTOCK INC.
Care of            :  JACQUES LEVASSEUR
Address            :  8840, BOUL. TASCHEREAU
City               :  BROSSARD, (QC)
Postal code        :  J4X 1C2
Phone number       :  1-800-363-1322
Fax                :
GST number         :  R1234567890
PST number         :  10101010101-TQ-0001

Balance due        :  N
Account statement #:  1
Payment number     :  1
```

[F1] Save **[Esc] Return**

Enter here, all company information relative to your company and that should be used on your customer account management.

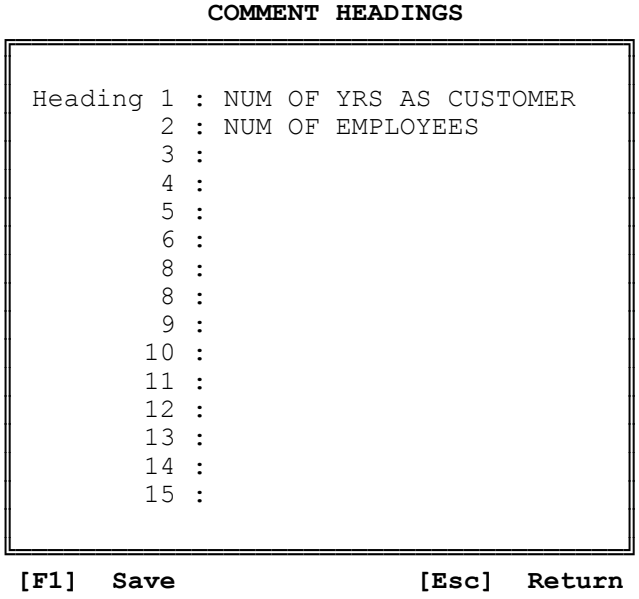
[F1] to save all information modifications.

[Esc] returns you to the Utilities menu.

UTILITIES MENU (con't)

COMMENT HEADINGS

This table lets you enter the comment headings for your customer comments page.



Possibility of entering 15 comment headings each containing 20 characters.

[F1] enregistre les informations ou les modifications.

[Esc] returns you to the Utilities menu.

UTILITIES MENU (con't)

TERMS OF PAYMENT

Enter here the payment terms and conditions that are accepted by your company.

TERMS OF PAYMENT

			Description	Discount rate %	Num days	Due num days	
Term	1	:	NET 30 DAYS	0	0	30	
	2	:	NET 15 DAYS	0	0	15	
	3	:	C.O.D.	0	0	0	
	4	:	10/10 NET 30	10	10	30	
	5	:	5% 10 MONTH	5	10	0	*
	6	:					
	7	:					
	8	:					
	9	:					
	10	:					
	11	:					
	12	:					
	13	:					
	14	:					
	15	:					

[F1] Save **[Esc] Return**

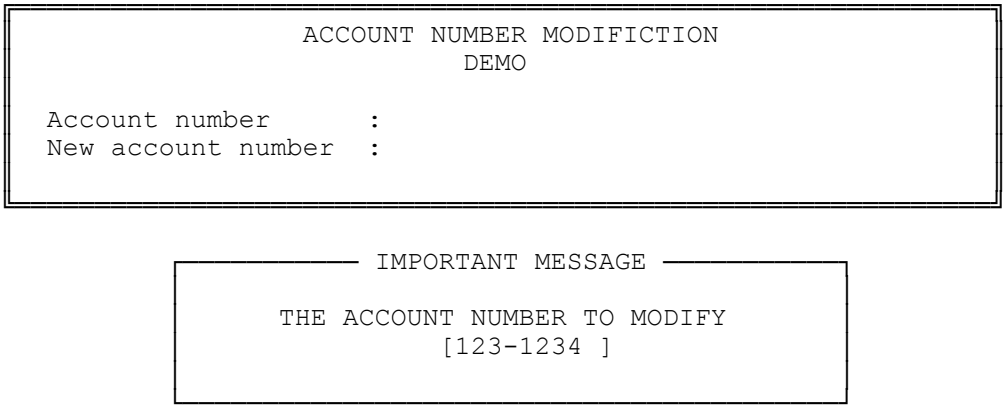
After entering the description of each of the payment terms used by your customers, you should enter the discount percentage (%) applicable if a prompt payment is allowed a discount. The limit date of the prompt payment will be determined by the number of days listed in the second column.

The third column reflects the maximum days after which the payment is due and interest charges begin.

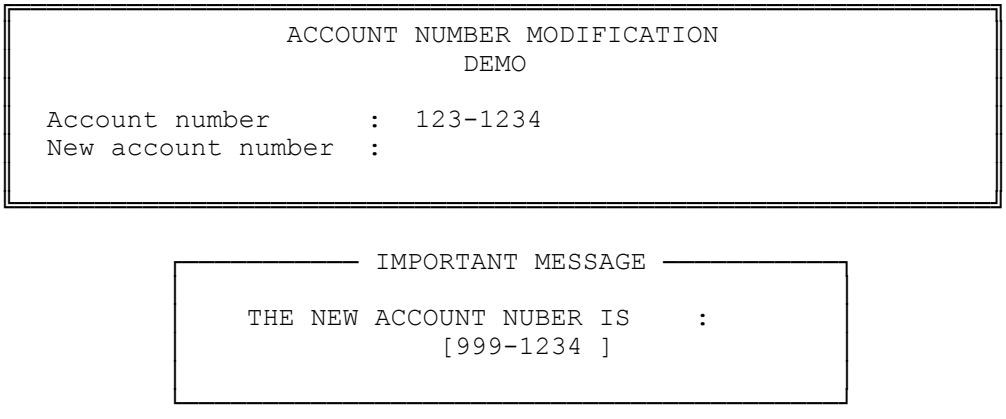
Because of a great demand, we have created the possibility (see example *) to force the interest calculation on 30 days on a "previous month's invoice payable before a specific date of the next month" term. If the payment does not arrive before this date, the interest will be calculated according to the thirty day term.

UTILITIES MENU (con't)

ACCOUNT NUMBER MODIFICATION



After entering the account number to modify, (old number), enter the new account number.

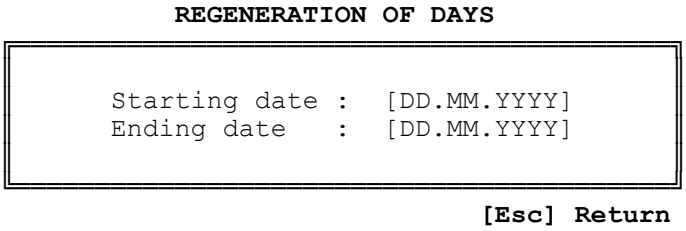


For the required change to take place, the system must pass through all the days closed to correctly process the modification.

UTILITIES MENU (con't)

ACCOUNT NUMBER MODIFICATION

Pay close attention to the following screen or else the purchases historicals could be lost.



Enter the starting date , the oldest possible where the customer holding the modified account number began making purchases.

As the ending date, enter the current date.

UTILITIES MENU (con't)

INITIALIZE INVOICE

INVOICE-TO-INVOICE ONLY

You may enter here the invoices due by the customer before the update fuction by **InformaStock.** Or to remit an invoice that was not honored by the bank in which case you would enter a different identification number (one additional digit) in the invoice number.

CUSTOMER FILES - INITIALIZE INVOICE

```
Account number : 281-8914     CIE ARCHITECT  INC.
Search string  : ARCHITECT

               Invoice date    Invoice num.   Balance due
-------------------------------------------------------------
                 [12.05.2002]    [    1234]      [ 138.65]
```

```
  TRX            Invoice date    Invoce num.    Balance due
-------------------------------------------------------------
1)               [11.05.2002]    [    1104]      [  33.66]
```

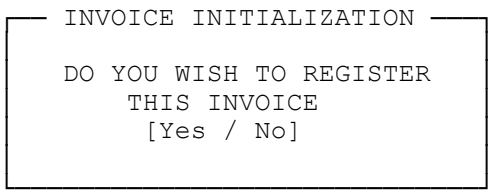
[Esc] Return

Only the date, invoice number and total balance due is registered; no other purchase details are saved to disk.

UTILITIES MENU (con't)

INITIALIZE INVOICE

With every new invoice you register, a verification is done to see if it already exists in the account. If it does not, a registration confirmation message displays:



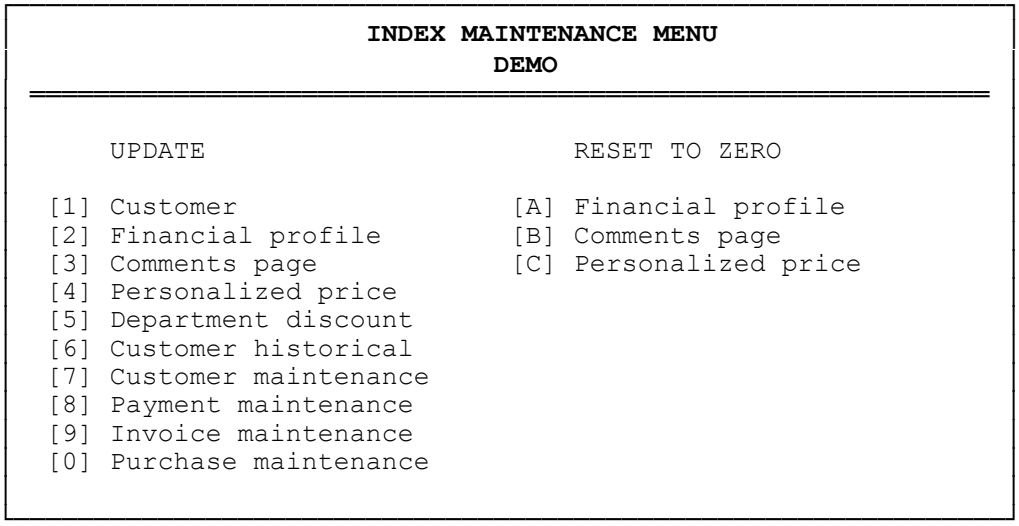
If you answer Yes (Y), the transaction is entered in the second portion of the screen.

ATTENTION: To remove an invoice, re-enter in negative with a different number or use ***[F10]*** in the Customer file.

UTILITIES MENU (con't)

INDEX MAINTENANCE MENU

This section allows you to update the information pertaining to your customer files of all your indexes or reset them to zero.



[Esc] Return

Your system is made up of data files and their respective index files. Certain cases such as power fluctuations, hard disk damage, improper computer shut down etc., can lead to faulty index files as well as data files. If this occurs, the system will not hinder you from invoiceing but can make it difficult to create new products or customers.

If you notice any strange characters appearing on screen or the system does not display a certain customer (system returns to the Main menu) it usually indicates damage to your data or index files.

Choices 1 through 5 are for index updates only.

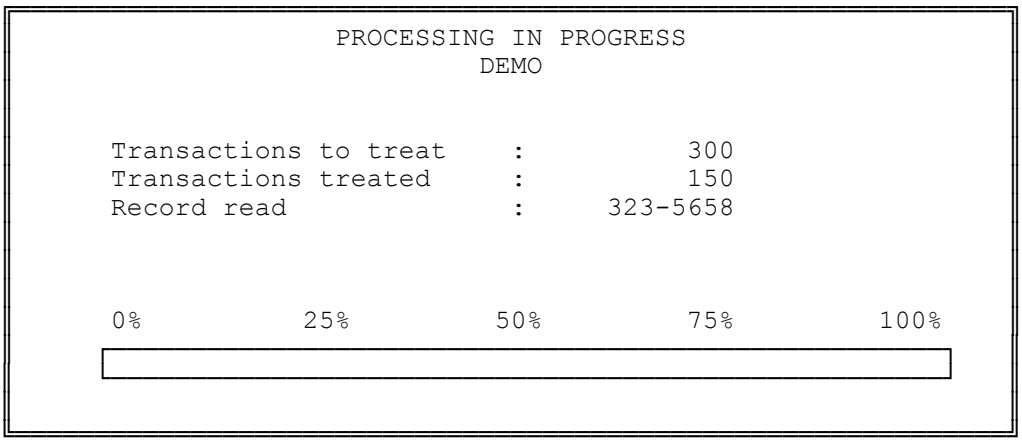
UTILITIES MENU (con't)

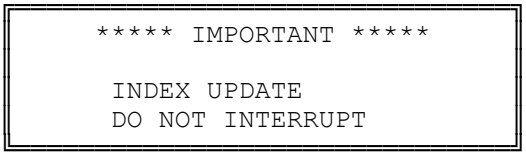
The maintenance options, more precise than updates, are made to rebuild your data and index files. If in doubt, always choose an index maintenance over an update.

Please note that option 6 - Customer maintenance - includes one through five of this screen.

We recommend that you use the index maintenance options after your initial customer creation as well as regularly (monthly, for example).

Once the type of utility has been chosen, the following screen appears :





UTILITIES MENU (con't)

GLOBAL ADJUSTMENT MENU

After entering your password, you are led to this option and the following screen appears :

```
                    GLOBAL ADJUSTMENT MENU
                           DEMO
═══════════════════════════════════════════════════════════

      UPDATE                          RE-INITIALIZE

  [1] Salesman                  [A]  Financial profile
  [2] Cash discount
  [3] Payment terms
  [4] Administration charges
  [5] Credit limit
  [6] Active
  [7] Purchase date
  [8] Price level
```

[Esc] Return

This section allows you to initialize for each element listed, a constant, unique value for all your customer accounts.

After having selected one of these option, the manager's password is required after answering the following question :

```
═══════ IMPORTANT MESSAGE ═══════
THIS OPERATION WILL MODIFY YOUR DATA

DO YOU WISH TO INTERUPT THIS PROCESS
TO BACKUP YOUR SYSTEM FILES ?

ANSWER  (Y/N) : [N]
```

UTILITIES MENU (con't)

GLOBAL ADJUSTMENT MENU

GLOBAL ADJUSTMENT - SALESMAN

```
ADUSTMENT VALUE FOR SALESMAN      :    _
```

```
Salesman 1 :  [Counter      ]
         2 :   Sylvie
         3 :   Lucy
         4 :   Robert
         5 :   Chantal
         6 :   Louis
         7 :
         8 :
         9 :
        10 :
        11 :
        12 :
        13 :
        14 :
        15 :
```

[Esc] Return

GLOBAL ADJUSTMENT FOR CASH DISCOUNT

```
ADJUSTMENT VALUE FOR CASH DISCOUNT  :  _
```

[Esc] Return

GLOBAL ADJUSTMENT FOR PAYMENT TERMS

```
ADJUSTMENT VALUE FOR PAYMENT TERMS     :
```

```
Term     1 :   C.O.D.
         2 :   NET 15 DAYS
         3 :   NET 30 DAYS
         4 :
         5 :
         6 :
         7 :
         8 :
         9 :
        10 :
```

[Esc] Return

UTILITIES MENU (con't)

GLOBAL ADJUSTMENT MENU

GLOBAL ADJUSTMENT FOR ADMINISTRATION CHARGES

```
╔═══════════════════════════════════════════════════════╗
║ ADJUSTMENT VALUE FOR ADMINISTRATION CHARGES   :       ║
╚═══════════════════════════════════════════════════════╝
```

[Esc] Return

GLOBAL ADJUSTMENT FOR CREDIT LIMIT

```
╔═══════════════════════════════════════════════════════╗
║ ADJUSTMENT VALUE FOR CREDIT LIMIT         :           ║
╚═══════════════════════════════════════════════════════╝
```

[Esc] Return

GLOBAL ADJUSTMENT FOR ACTIVE/INACTIVE ACCOUNT

```
╔═══════════════════════════════════════════════════════╗
║ ADJUSTMENT VALUE FOR ACTIVE/INACTIVE   :  [O]         ║
╚═══════════════════════════════════════════════════════╝
```

[Esc] Return

GLOBAL ADJUSTMENT FOR PURCHASE DATE

```
╔═══════════════════════════════════════════════════════╗
║ ADJUSTMENT VALUE FOR PURCHASE DATE: (DD.MM.YYYY)      ║
╚═══════════════════════════════════════════════════════╝
```

[Esc] Return

GLOBAL ADJUSTMENT FOR PRICE LEVEL

```
╔═══════════════════════════════════════════════════════╗
║ ADJUSTMENT VALUE FOR PRICE LEVEL          :           ║
╚═══════════════════════════════════════════════════════╝
```

[Esc] Return

UTILITIES MENU (con't)

GLOBAL ADJUSTMENT MENU

Allows you to re-initilialize the financial profile (***[F7]*** function of the Customer files) for specific dates :

CUSTOMER FINANCIAL PROFILE

```
Starting date :  [DD.MM.YYYY]
Ending date   :  [DD.MM.YYYY]
```

[Esc] Return

INVOICE HISTORICALS PURGE

Allows you to remove the archived transactions from the historical files (***[F3]*** of the Customer files) from the beginning of the entries to an end date given.

PLEASE ENTER THE END DATE CAREFULLY AS THE INFORMATION PURGED CANNOT BE RESTORED.

PAYMENT HISTORICALS PURGE

Same as the previous option except for payments.

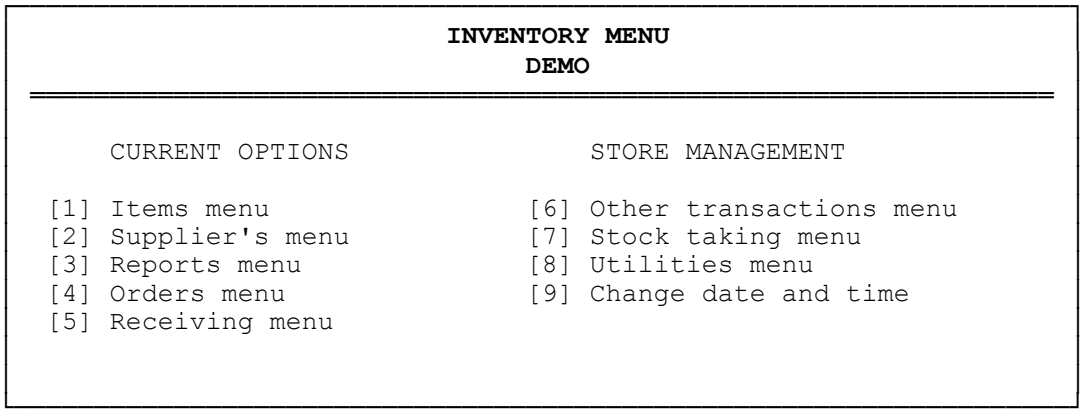
INVENTORY MENU

This chapter will explain the complete inventory management. Access the numerous options by chosing option *[2]* from the Main Menu of InformaStock.

Enter, if applicable, your manager's password to proceed :

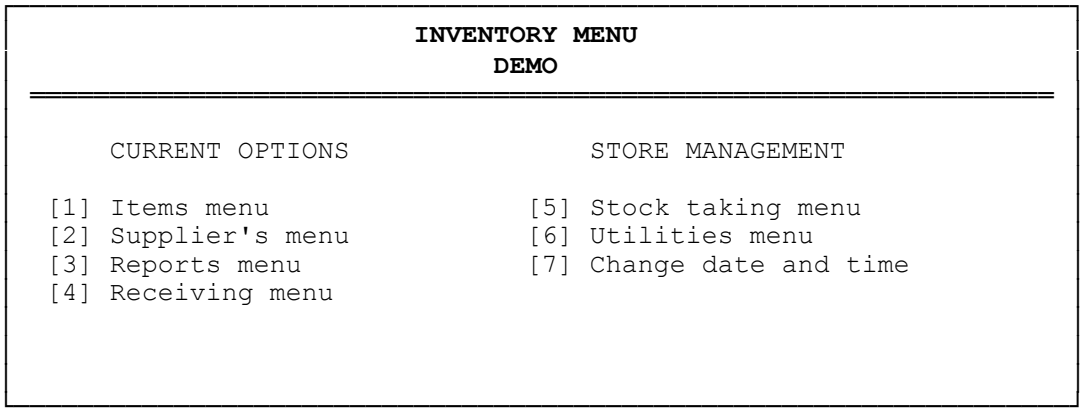
JACQUES000 PRESS *[SPACE BAR] FOR DOS*
PRESS *[Enter]* *FOR WINDOWS*

The inventory management menu of InformaStock Autonome Plus is the following :



INVENTORY MENU

The menu for inventory management with InformaStock is the following



THE DIFFERENCES BETWEEN THESE VERSIONS : InformaStock and InformaStock Autonome Plus.

In this section, we will detail each option in InformaStock and InformaStock Autonome Plus. For each point-of-sale version, there are options that are identical while others will be noted as follows : for users of InformaStock Autonome Plus only meaning that the information is for Autonome Plus.

With InformaStock Autonome Plus , here are the supplementary options that you will find :

1) 2-year historicals for each item (screen and printer)
2) Suppliers product catalog
3) Orders creation and orders receiving
4) Other transactions module
   . supplier returns . inventory adjustment

The pertinent information of each version is detailed in this chapter. For users of InformaStock you need only to go to the following section.

GENERAL INFORMATION

DISK CAPACITY AND PERMANENT INVENTORY

To rapidly calculate the hard disk space or the capacity of your hard disk, note that, as a rule of thumb, 1000 product records will need approximately 1 meg of disk space.

PRODUCT CATALOG **for users of InformaStock Autonome Plus only**

Becoming more prevalent, suppliers can offer you their list of products on diskette. This information should be in ASCII format and you need an interface in order to import the information into InformaStock Autonome Plus.

Once the catalog is installed, you would only transfer the products currently in stock into your inventory. In this case, disk-speed would be greatly improved.

SECURITY AND MANAGER'S PASSWORD

To access certain options, InformaStock may require you to enter the manager's password. If this is the case, read this section carefully. If an important modification takes place regarding your inventory, the following message displays :

```
┌──────────────IMPORTANT MESSAGE──────────────┐
│                                             │
│ THIS OPERATION WILL MODIFY YOUR DATA.       │
│                                             │
│ DO YOU WISH TO INTERUPT IN ORDER TO         │
│ TAKE A SECURITY BACKUP ?                    │
│                                             │
│ ANSWER  (Y/N) : [O]                         │
│                                             │
└─────────────────────────────────────────────┘
```

Answer the question carefully. If you are not quite sure how to proceed, you may want to back-up your system, at least until you become more familiar with the routines.

ITEMS MENU

Managing your products is done by this screen. Choose option *[1]* from the Inventory management menu.

The items menu with **InformaStock Autonome Plus** is the following:

```
                          ITEMS MENU
                             DEMO
═══════════════════════════════════════════════════════════════
      STORE                              CATALOG

  [1] Display item                   [7] Display item
  [2] Creation/modification          [8] Creation/modification
  [3] Price changes                  [9] Price changes
  [4] Historical                     [A] Remove inactive items
  [5] Kit management
  [6] Delete Obsolete items
  [7] Delete non active items

                                                  [Esc]  Return
```

for users of InformaStock Autonome Plus only

Check with your supplier to see if their products are available on diskette.

The items menu with InformaStock is the following :

```
                          ITEMS MENU
                             DEMO
═══════════════════════════════════════════════════════════════

                     [1] Display items
                     [2] Creation/modification
                     [3] Price changes
                     [4] Kit management
                     [5] Delete obsolete items
                     [6] Delete non-active items

                                                  [Esc]  Return
```

Select the option with which you wish to work or press *[Esc]* to return to the Inventory management menu.

DISPLAY ITEM

The first option of the Items menu is the information display of all your inventory records. You must, naturally, create the items before the display is possible.

ITEMS DISPLAY - STORE

```
Invoice number     :  1-1                          ORIGINAL AUTO PARTS INC.
Catalog number     :  1-1                          UPC code  : 100123
Description        :  MANUAL TRANSMISSION
Printed comment    :  3 MONTH SERVICE              Localizat.: L12-3
                                                   Sequence  :
Departement        :  030  AUTO PARTS
Provincial tax     :  T        TAXABLE            Active    : Y   Yes
Federal tax        :  T        TAXABLE            Substitute:

Cost               :   6.47   6.92 (TI)           MARK UP   : 38.33 %
Retail price(1)    :   9.95  11.34                 Profit    : 27.71 %
Sale price  (2)    :   8.95  10.20                 Ave. cost :  6.75
Other price (3)    :   8.73   9.95                 Inv. cost : 33.75

Discount           :  Y        YES                Max disc. : 10    %
Accessories        :  N        NO                 Profit    : 25.00 %
Remplacement       :  N        NO

Store quantity     :  4                           On order  : 2
Warehouse quantity :  0                           B.O.      : 1
Reserved quantity  :  1
Displayed comment  : MUST BE PROPERLY ADJUSTE AFTER 2 WEEKS
 [PgUp]  Previous [PgDn]  Next                                [Esc]  Return
```

Enter the item number you wish to diplay and press *[Enter].* You may choose either the invoice number, the catalog number or the UPC code (universal product code - scanner) to retrieve the required item. All pertinent information will be displayed on screen.

To accelerate the search, use the search character *[?]* and select the item or the nearest item from the search window. By using the *[PgUp]* and *[PgDn]* keys, you may pas from the next or previous item without re-entering the the item numbers.

DISPLAY ITEM (con't)

For a break-down of each information field, consult the "Creation-modification" section of the inventory file.

If an item entered has not been created, the message "Non Existant" displays in the description field and then disappears after a few seconds. Again, you must create the item before being able to display it here.

This section serves only as a consultation of items and not creation/modification purposes.

You may, in this section only, visualize the quantity status of each your items ; store quantity, warhouse and reserved quantities, if applicable - (reserved quantities for lay-aways, for example). Also here, you'll find the products on back-order (B.O.) as well as quantities on order.

Pressing *[Esc]* will exit this screen.

ITEMS CREATION/MODIFICATION

It is here that all creation-modification procedures of your inventory take place.

INVENTORY CREATION/MODIFICATION - STORE (1)

```
Catalog number    (?):  1-1                          UPC code  : 100123
Invoice number       :  1-1
Supplier number   (?):  13                           Localizat.: L12-3
                        ORIGINAL AUTO PARTS INC.     Séquence  :

Description (?)      :  MANUAL TRANSMISSION          Active    : Y   Yes
Printed comment (?)  :  3 MONTH SERVICE              Substitute:

Department  (?)      :  030  AUTO PARTS              Labels    : Y   Yes
Provincial tax       :  T    Taxable                 Unit      :
Federal tax          :  T    Taxable                 Commission:

Cost                 :   6.47     6.92 (TI)          PROFIT
Retail price(1)      :   9.95    11.34               35.00%
Sale price  (2)   (?):   8.95    10.20               27.74%
Other price (3)      :   8.73     9.95               25.92%

Discount             :  Y    Yes                     Max. disc.: 10.00 %
Accessories          :  N    No
Remplacement         :  N    No
Displayed comment    : MUST BE ADJUSTED AFTER 2 WEEKS
```

[F1] Save [F2] Screen [Home] Start [PgUp] Prev. [PgDn] Next [Esc] Return

□ □ □ □ Use the arrow keys to navigate through the fields.

[F1] Save the information as it appears on the screen.

[F2] Accesses two more creation screens - rapid creation and item size/color creation. Pressing *[F2]* will toggle from screen to screen.

ITEMS CREATION/MODIFICATION (con't)

2nd sreen: The rapid creation screen (or scanner retrieval)is the following :

INVENTORY CREATION/MODIFICATION - STORE (2)

```
Supplier      (?) :  12            THE DECORATOR INC.
Department    (?) :  020   DECORATION
```

```
UPC code    (?) :                              Catalog # :

Description     :

Retail price    :                              Cost      :
```

[F1] Save [F2] Screen [F3] Supplier [F4] Dept. [Esc] Return

Using this screen allows you to group items by department and/or supplier. For each change of department, press [F4] and each supplier change press [F3]. The first item number to enter is the UPC code. Using your scanner to create items is a very rapid method of creating items. You may, however, enter the items manually if you wish.

[F1] **to save the information.**

[F2] **toggle from one screen to another.**

[F3] **to access the supplier entry - (top portion of screen).**

[F4] **to access the department entry - (top portion of screen).**

[Esc] **quit without saving.**

ITEMS CREATION/MODIFICATION (con't)

3rd screen: The Item size/color creations screen is the following:

INVENTORY CREATION/MODIFICATION - STORE (3)

```
Catalog number    : 100                    Color        : BLUE
Description       : SUMMER DRESS           Size         : EXTRA LARGE
Cost              :    25.00               Retail price :   34.00

--------------------------------------------------------------------------

Color     001  002  010  100  ...  ...  ...  ...  ...  ...  ...  ...  ...


     01   XS   XS   S    XL
     02   S    S    M    L
 S   03   M         L    M
 I   04   L
 Z   05   XL
 E   06
 S   07
     08
     09
     10
     11
     12
     13
     14
     15
```

[F1] Save [F2] Screen [F3] Color [F4] Size [F5] S/C [Esc] Return

15 colors and 15 sizes are accessible for a given product. Upon entering this section, press *[F2]* twice and call up the number you wish to asscociate the colors and sizes.

As you enter data onto the grid, the available colors and sizes are displayed. You automatically create the items as you enter them.

ITEMS CREATION/MODIFICATION (con't)

[F1] **to create and save all the possible entries listed.**

[F2] **to toggle from screen to screen.**

[F3] **to access the list of available colors.**

[F4] **to access the list of available sizes.**

[F5] **to access the colors entry from the sizes entry and visa-versa.**

[Esc] **quit without saving.**

Because the products are created according to hyphens - (example : 100-001-XS, item number-color-size) do not use any hyphens when creating the principal item.

Upon returning to this screen, the colors and sizes are listed in alphebetical (alphanumeric).

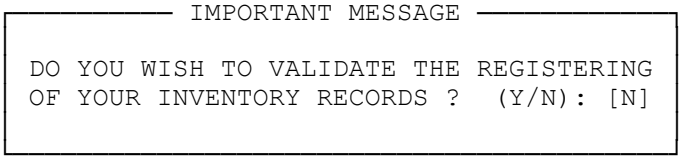
To delete one or more combinations, press *[Del]* if you didn't already register the possibilities. Once registered, (the corresponding item records are created) you must delete each item by rendering them inactive - (see Utilities menu).

ITEMS CREATION/MODIFICATION (con't)

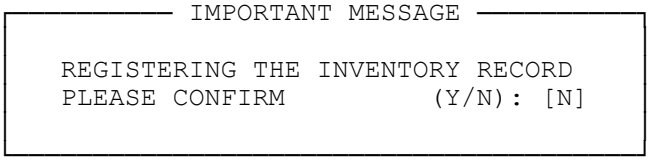
From the first creation screen, you can verify and complete the information on the records created using the other two screens. The available functions are :

[Home] Returns you to the starting field (catalog number) of your screen while displaying an item.

[PgDn] [PgUp] Allows you to access the previous or next record no matter what field entry you may be in. The first time using these keys, the following message will appear :



If you enter Yes you must answer the following question for each record :

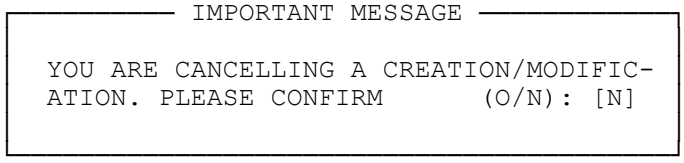


If you answer No to the first question, you may pass from one record to another (using *[PgDn] and [PgUp])* and all modifications made will be entered automatically.

Position the cursor over the field to be modified for all items before using these keys to accelerate the modification process.

ITEMS CREATION/MODIFICATION (con't)

[Esc] Allows you to cancel the current modification and returns you to the Items menu. If you have a record currently displayed, the following message displays before using *[Esc]* to quit.



Certain fields are obligatory before the creation process is complete. Make sure that all you departments (Configuration menu) and suppliers (Inventory menu) are created before the creation of your inventory items.

The obligatory field are : Item numbers
Supplier number
Description
Department number

Here is a brief description of each field found in the Items creation/modification screen :

ITEMS CREATION/MODIFICATION (con't)

CATALOG NUMBER

UNIQUE #, PRINCIPAL ITEM

The catalog number(purchase code - maximunm 16 characters) is usually the number used by your supplier. However, it can be a number invented by you in conjunction with a supplier code or can be a coded number regarding your cost etc.

Important to plan the catalog number (before creating the item) since it muust be a unique number - that is, no other product can use the same number. Once created, you must use the delete process (making the product inactive) before it can be removed from your inventory - see Deleting inactive item).

INVOICE NUMBER

UNIQUE #, SECONDARY ITEM NUMBER

The invoice number (also maximum 16 characters) is usually the number referenced during invoicing. This number could be shorter to accelerate the invoicing process. By default, the system assigns the catalog number to the invoice number. You are then free to modify it, if need be.

UPC CODE

UNIQUE #, SECONDARY ITEM NUMBER

You may also use a third item number on any one product. Usually this number is reserved for the UPC code which is read by your optical scanner.

By default, the system enters this UPC code starting with number 100,000 . This bar code of six (6) numbers could be printed by InformaStock using the "Reports/labels" or "Receiving". If you are using a scanner and the item has its proper bar code, position the cursor onto the UPC code field and read the item using the scanner. If you want to enter the same number manually, make sure the number is exactly as the product's bar code. For printing, InformaStock uses the Interleave symbol format 5..7 with a fixed length of six (6) digits. You must properly configure the scanner before using it.

ITEMS CREATION/MODIFICATION (con't)

SUPPLIER NUMBER

OBLIGATORY

This is the number that responds to the item's supplier. If it does not exist, you must create the supplier number first.

After entering the supplier number, the supplier name will automatically display. Confirm the entry by pressing *[Enter]*. If it is not the proper supplier, re-enter the correct number.

You also have access to the search function *(?)* which will display the available supplier entered in your system.

Each item corresponds to only one supplie. You may, however, order this item from other suppliers, InformaStock will not disallow it.

If the same item has a different number with another supplier, we suggest you create a second record for the item and enter in each item the replacement number referencing the duplicate item.

LOCALIZATION

This field is usually used for where to physically find the item in your store. However, you are free to use this field in any way you see fit.

This field can also be used for special functions. For example, if you enter ZERO as the localization, you "mark" this record which in turn can be deleted by the "Index update" and then "Marked Inventory".

SEQUENCE

UNIQUE #, SECONDARY #

The numeration in InformaStock being alphabetic, is not convenient to all businesses. Thus, you may sequence your inventory through this field and reference them on with the sequence number wanted on reports and/or supplier orders.

ITEMS CREATION/MODIFICATION (con't)

DESCRIPTION *OBLIGATORY*

This is the description that will appear in your invoice screen and invoice once you enter in the number. Enter uo to 25 characters. If the description is longer, you can enter the rest in the printed comment field (immediately beneath the description). However, make sure that the description itself signifies the item since reports, search windows etc., use only the description.

If the description begins with a "%" , the item number will not appear on the sales slip. %*, %%, %", !, !! are other characters that can be used at the start of the description field. Refer to the annex for an explanation of each.

COMMENTS

The comments entered here are those that will appear on the customer invoice and on the invoice screen beneath the description. Use the *[?]* to display the available comments already entered into your system - see Configuration.

ACTIVE *BY DEFAULT*

Enter *[Y]* yes or *[N]* no. An active item is a valid item while an inactive item can be used in the invoicing but not by the orders or receiving modules. You can continue to sell the inactive product as long as there is stock but once the stock level reaches zero, the item can no longer be accessed. You can have an inactive item with a substitue item. To delete an item, render it inactive and then roll the "Delete inactive items" index.

SUBSTITUTE

For an item declared inactive, enter the item number that can substitute this item. In the invoice, if you try to enter the inactive item, a messge will display alerting you to its inactive status and will display, instead, the substitute item.

ITEMS CREATION/MODIFICATION (con't)

DEPARTMENT *OBLIGATORY*

You may enter up to 98 different departments. These represents the items you sell by category.

Use *[?]* to search the available departments already created in your system.

TAXABLE *BY DEFAULT*

For tax information, enter *[T]* for taxable items and *[N]* for non-taxable items.

In creating the items, the default values will appear automatically, according to the tax level entered in department referenced by this item.

LABELS

Indicate (Yes or No), if you wish to have automatic label printing at mechandise receiving. Separate label printing is possible (see Reports menu).

UNIT

The values entered here will be used with the orders, receiving and certain cases of the invoicing. If no information is entered here, InformaStock will use one (1) as the default value.

The first field in the unit is the quantity to order; the second is for quantity to receive and the third is for the default quantity by which you sell this item.

For example, you order one box of nails from your supplier. You receive twelve (12) units (one box) each containing 100 nails.

ITEMS CREATION/MODIFICATION (con't)

COMMISSION

Indicate in dollars ($), if applicable, the commission awarded to the clerk for the sale of the item. See the Sales reports by salesman for the cumulative commission totals for a given period.

COST

Enter your last cost of the item. Later, you may modify the cost either here or at the merchandise receiving.

TI

The TI column,(for Tax Included), at the right of each price entry is self-calculating and allows you to verify the cost and price of the item with the taxes include.

PROFIT

The system calculates the profit of the item according to the cost and each price you enter. You may also enter the profit percentage sought on the purchase and have InformaStock calculate the price corresponding to the price level.

RETAIL PRICE (1)

This is the regular, non-sale price of the item.

ITEMS CREATION/MODIFICATION (con't)
SALE PRICE (2)

This is the price that will be listed in your invoice if the item is currently on sale according to your promotional date intervals.

By pressing *[?]* on the sale price field, the promotion dates window appears where you can enter the dates for the promotion. You have two possible date intervals.

ITEMS CREATION/MODIFICATION - STORE (1)

```
Catalog number    (?): 1-1                          UPC code  : 100123
Invoice number       : 1-1
Supplier number   (?): 13                           Localizat.: L12-1
                       ORIGIANL AUTO PARTS INC.     Sequence  :

Description (?)      : MANUAL TRANSMISSION          Active    : Y   Yes
Printed comment (?)  : 3 MONTH SERVICE              Substitut :
                                                 ┌──PROMOTIONAL DATE FUNCTION──┐
Departement (?)      : 030  AUTO PARTS           │                             │
Provincial tax       : T    Taxable              │  1)  [01.01.95]   [09.00.00]  │
Federal tax          : T    Taxable              │  2)  [31.01.95]   [17.30.00]  │
                                                 │                             │
Cost                 :   6.47     6.92           │  3)  [DD.MM.YY]   [HH.MM.SS]  │
Retail price(1)      :   9.95    11.34           │  4)  [DD.MM.YY]   [HH.MM.SS]  │
Sale price  (2)  (?):   8.95    10.20           │                             │
Other price (3)      :  8.73     9.95           └─────────────────────────────┘

Discount             : Y    Yes                  Max. disc.: 10.00 %
Accessories          : N    No
Remplacement         : N    No
Displayed comments   :
```

[Esc] **To exit from the promotional dates fuction window and returen to the sale price field.**

[Del] **To delete an already entered date.**

With the DOS keywords, there are other ways of using this function - see annex.

ITEMS CREATION/MODIFICATION (con't)

OTHER PRICE (3)

You may enter a third price level. Entry of this price is not manadatory. This could be a distributor's price, a preferred-customer price etc.

Accessing these 3 price levels from the invoice is as easy as pressing the *[Tab]* key while in the invoice price field. If you are using the Customer Account module, the latter could be entered automatically from the customer files.

DISCOUNT

If a discount can be applied to this item, enter *[Y]* for yes.

If you enter *[N]* for no, this signifies that the price is closed. To apply a discount to a closed price requires the manager's password.

MAXIMUM DISCOUNT

If you entered 'Y' in the "Discount" field, indicate here the maximum allowable discount in the invoice for this product without password confirmation.

However, if you enter 'Y' to the "Discount" field and '0' as the maximum discount, the system will consider a NO LIMIT discount to the particular item.

ITEMS CREATION/MODIFICATION (con't)

ACCESSORIES

The complimentary accessories serve as items which are related to other inventory items. (Example : required batteries for specific battery-operated toys, the right film for a particular camera etc.).

In the invoice, a window will appear where you can see the accessories for the item entered. The accessories are entered automatically in the invoice by using *[Enter]* to select the accessory(ies).

N.B. You must have created the items that you can also use as accessories before adding them to the principal item.

An accessory can be direct or suggested. Respond carefully to the second question vis-à-vis "Accessories", after pressing *[Esc]* on the window displaying the accessories.

REMPLACEMENT

Replacement items are used when a item in particular is no longer in stock. You may, then, offer an equivalent item - a similar item with a different supplier, for example.

N.B. You must have created the replacement item before assigning as a replacement item to the principal product.

To register complimentary accessories or replacement items, you must make sure that these have already been created. It is best to create all the items and then pass through each one and apply the accessories and/or replacements.

ITEMS CREATION/MODIFICATION (con't)

ACCESSORIES & REMPLACEMENTS (complimentary information)

Upon entering *[Y]* for either function, a window will appear where you can enter the neccessary items. You may also enter the search character *[?]* for searching particular products.

ITEM CREATION/MODIFICATION - STORE (1)

```
Catalog number    (?):  1-1                          UPC code  : 100123
Invoice number       :  1-1
Supplier number   (?):  13                           Localizat.: L12-1
                        ORIGINAL AUTO PARTS INC.     Sequence  :

Description (?)      :  MANUAL TRANSMISSIO┌──────  ACCESSORIES  ──────┐
Commentaire imp.(?)  :  SERVICE 3 MOIS    │  #04-10                   │
                                          │  ?                        │
Departement (?)┌──────────      SEARCH PARAMETERS     ─────────────────┐
Provincial tax │                                                      │
Federal tax    │ Starting items :  [                        ]        │
               │                                                      │
Cost           │ Ending items   :  [                        ]        │
Retail prcie(1)│                                                      │
Sale price  (2)└──────────────────────────────────────────────────────┘
Other price (3)      :  8.73   9.95

Discount             :  Y    Yes                     Max. disc.: 10.00 %
Accessories          :  Y    Yes
Remplacement         :  Y    Yes
Displayed comment    :
```

[Del] Remove **[Esc] Return**

[Del] **To remove an item for the related window.**

[Esc] **To exit and save the items entered in the related windows.**

DISPLAYED COMMENTS

This is useful displaying comments that are for salesman consultation at the invoice only. It will not be printed onto the invoice. (Example : Dry clean only, Discontinued article etc.).

PRICE CHANGES

Access this option by pressing 3 form the Items menu. This section makes it a very rapid method of modifying your cost, reatail and sale prices.

PRICE CHANGES MANAGEMENT - INVENTORY

Item number	Description	Cost	Retail price	Sale price
#01-10	**LIPSTICK**	**[1.09]**	**1.98**	**1.78**
#02-10	NAIL POLISH	2.45	5.99	5.99
#03-10	MASCARA	2.33	4.99	4.99

[F2] Search [Home] start [PgDn] [PgUp] [Esc] Return

All the items display on screen in alphabetical order (by catalog number).

[Enter] **MOVE HORIZONTALLY. To modify your prices, press *[Enter]* to move along a same line.**

[PgDn]
[PgUp] **MOVE VERTICALLY. Move from item to item using the arrow keys as well as *[PgUp]* and *[PgDn]*.**

[Home] **To return to the starting item.**

[Esc] **To quit without saving the modifications.**

HISTORICAL **for users of InformaStock Autonome Plus only**

The historical section of your Items menu allows you to visualize on screen the information regarding quantites bought and sold, amounts bought and sold, orders and returns for each month of the current year. You may also compare this data with the previous year (if in business for more than on year using InformaStock Autonome Plus). Access this option through choice 4 of the Items menu.

HISTORICAL DISPLAY --- CURRENT YEAR

```
 Invoice number       : 21                              DYNAMO EQUIPMENT INC.
Catalog number     : 21                                Cost              :    55.00
                                                     Retail price      :    99.99
 Description        : MAN'S GOLF CLUB                 Sale price        :    99.99
```

QUANTITIES BOUGHT - QUANTITIES SOLD

Jan.	Feb.	Mar.	Avp.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	TOTAL
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	4	0	4	0	0	0	8
0	0	0	0	0	0	-4	0	-4	0	0	0	-8

STOCK LEVELS

			AMOUNTS SOLD	---		AMOUNTS BOUGHT						
0	0	0	0	0	0	380	0	367	0	0	0	747
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	380	0	367	0	0	0	747

```
 Last order         :                              Minimum quantity   :      1
Last sold          : 04.09.96                      Maximum quantity   :      2
Last delivery      :                               Propoded quantity  :      1
  [F1] Quantity/Amount   [F2] Order/return  [F3] Comparative [F4] Prev, year
```

After having selected *[F4]* for previous year, you must re-enter the function *(F1], [F2]* or *[F3]*) you wish to consult for this period.

KIT MANAGEMENT

This section allows you to create a kit or gift from an already existing principal item. You must also identify the principal item by entering the word "KIT" in the localization field. In the principal item display, you may enter a cost corresponding to the base cost for the kit such as wrapping charges, labor, etc.

Recall the principal item from the following window :

KIT CREATION

Invoice number	: 17-1	Base cost	: 2.65
Description	: AQUARIUM	Retail price	: 75.00
Departement	: 050 PET SUPPLIES	Profit	: 13.17 %

	Item number	Description	Cost	Qty	Price	Print
1)	1-3	AAIR FILTER	12.97	1	N	Y
2)	17	GOLDFISH	49.00	1	N	Y
3)	13	STRIPED FLOUNDER	40.10	5	N	Y

COST OF KIT : 65.12

[F1] Save [F2] Del. [F3] Price [F4] Profit [F5] Print [Esc] Return

You may include up to 30 items in your kit. Each item should already be created in order to include it in the kit.

For each item, the default quantity is 1. You may modify it or press *[Enter]* to pass to the next columns.

KIT MANAGEMENT (con't)

The price and print columns are presently in development. Also, in this version, all items will print on the invoice without a price.

The kit cost is the base cost (cost in inventory master file) plus the cost of each kit component multiplied by the quantity of each.

Also, InformaStock from the invoice takes the cost of each updated item.

[F1] **to save the kit.**

[F2] **to remove an item from the kit.**

[F3] **allows you to modify the kit price (the price corresponds to the sale price of the principal item).**

[F4] **allows you to establish a desired profit percentage before modifying the kit price.**

[F5] **to print a list of all the kits and their relative components.**

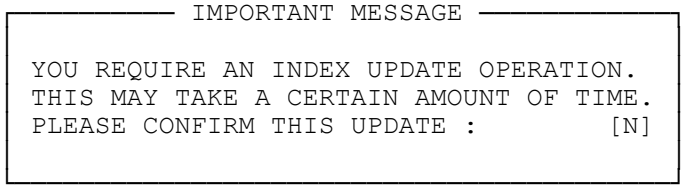
DELETE INACTIVE ITEMS

This choice is an index update that verifies all inactive items that have a zero quantity before removing them permanantly from your inventory.

The manager's password must be entered.

You must pass through each item you wish to delete and enter 'N' in the active field before using this option.

The following message appears to get your confirmation on the operation.


IMPORTANT MESSAGE
YOU REQUIRE AN INDEX UPDATE OPERATION.
THIS MAY TAKE A CERTAIN AMOUNT OF TIME.
PLEASE CONFIRM THIS UPDATE : [N]

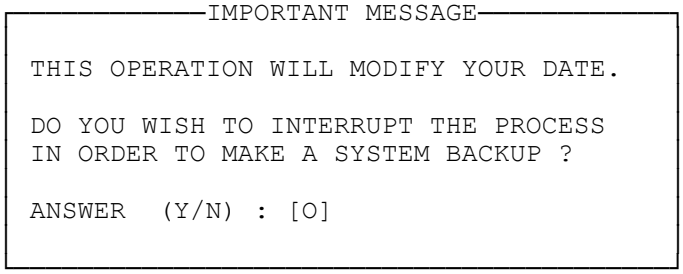
Entering 'Y' to this question will start the index update operation. Depending on the size of your inventory, it may take a bit of time. DO NOT, FOR ANY REASON, INTERRUPT THIS PROCESS. If you do, you may damage your data files as well as the index files.

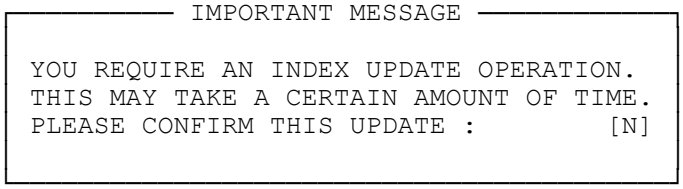
DELETE ITEMS AT ZERO

This option allows you to delete items that have not been sold or bought at all. This is considered to be an item at zero since it has no historical.

This option also passes through an index process of your inventory. DO NOT INTERRUPT THIS PROCESS.

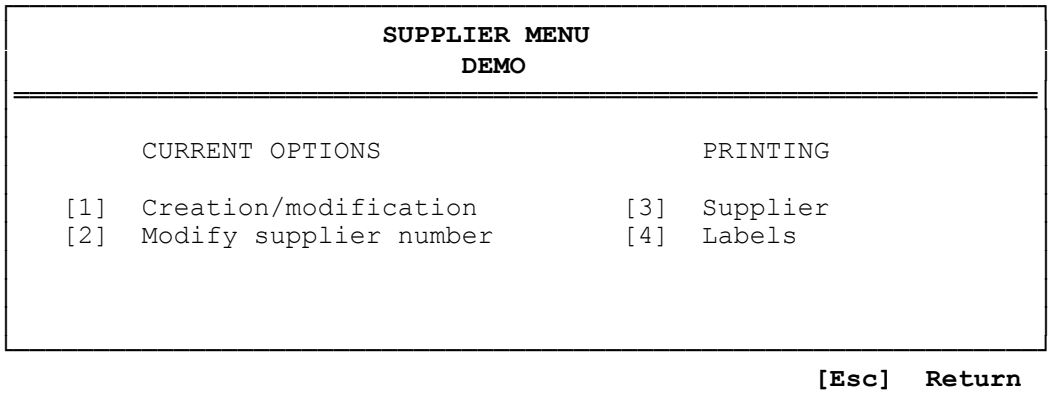
Answer the following question :


IMPORTANT MESSAGE
THIS OPERATION WILL MODIFY YOUR DATE.
DO YOU WISH TO INTERRUPT THE PROCESS
IN ORDER TO MAKE A SYSTEM BACKUP ?
ANSWER (Y/N) : [O]


IMPORTANT MESSAGE
YOU REQUIRE AN INDEX UPDATE OPERATION.
THIS MAY TAKE A CERTAIN AMOUNT OF TIME.
PLEASE CONFIRM THIS UPDATE : [N]

SUPPLIER MENU

Access this option from the Inventory management menu - choice *[2].*



Select the option with which you wish to work with or press *[Esc]* to return to the Inventory management menu.

This section does not correspond to a supplier account but rather a record for each of your suppliers. Enter all the necessary information pertaining to the suppliers you will use with InformaStock.

You must create a supplier record for the items created in your inventory. The record need not be complete - the minimum information needed is the supplier number and name of the company.

The supplier records you create do not transfer to the accounting modules. You should apply them manually, if applicable.

SUPPLIER CREATION/MODIFICATION

Access this option by choosing option *[1]* at the Suppliers menu. From this section you can :

1) Create a new supplier
2) Consult your supplier records
3) Modify the address of your suppliers
4) Delete the record (if you no loger wish to keep the historical and that no item inyour inventory uses this supplier)
5) Consult the historical cumulative sales and purchases of each supplier

SUPPLIER RECORD

Supplier number	:	1
Name	:	LES LOGICIELS INFORMASTOCK INC.
Address	:	8840, boul. Taschereau
Address 2	:	SUITE 203
City	:	BROSSARD
Province	:	QUEBEC
Postal code	:	J4X 1C2
Phone number	:	(514) 671-2688
Fax	:	(514) 671-3387

HISTORICAL

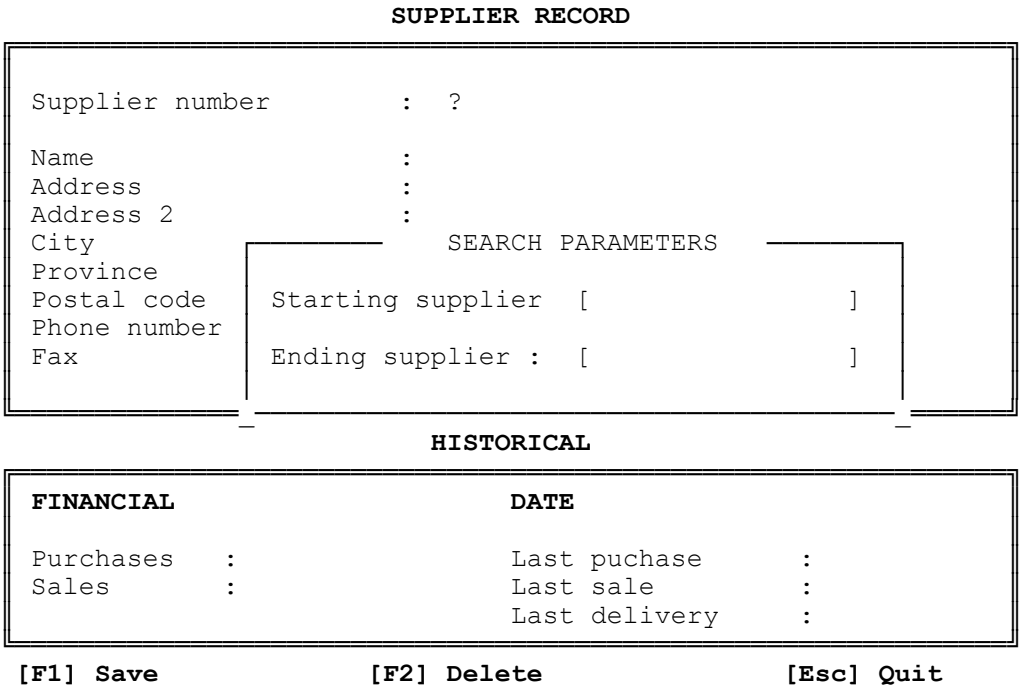
FINANCIAL			**DATE**		
Purchases	:	1271.50	Last purchase	:	14.01.2002
Sales	:	1530.87	Last sale	:	15.08.2002
			Last delivery	:	14.01.2002

[F1] Save **[F2] Delete** **[Esc] Quit**

Upon entering the supplier number, a verification is made to see if the record exists. If it does exist, the information display. If it does not, a message diplays informing you that the supplier is not registered and then you may proceed to enter the information for the new supplier.

SUPPLIER CREATION/MODIFICATION (con't)

It is also possible to use the search character *[?]* to search for an existing supplier:



The amount next to "Purchases" totals the amount of purchases made with this supplier.

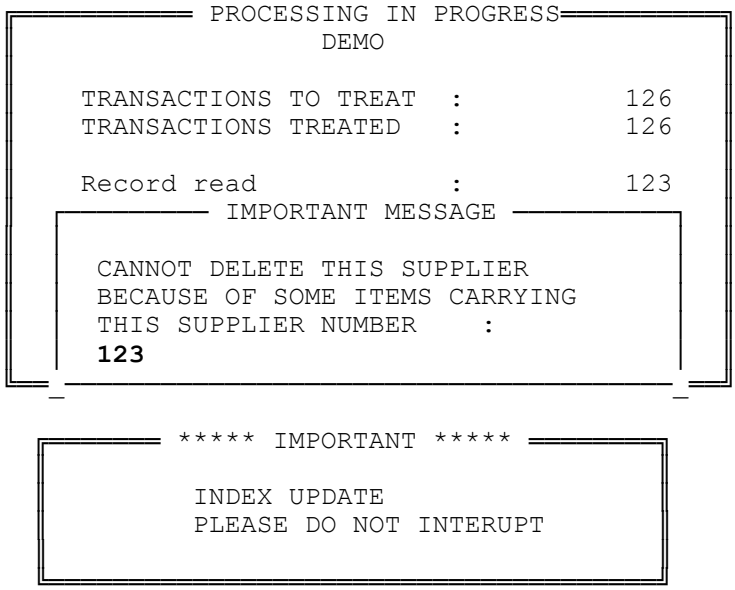
The amount next to "Sales" totals the amount of sales for the items belonging to the supplier.

As displayed, the dates entered correspond to latest purchase, sale and last delivery for the displayed supplier.

SUPPLIER CREATION/MODIFICATION (con't)

[F1] Allows you to save the creation/modification data for the supplier.

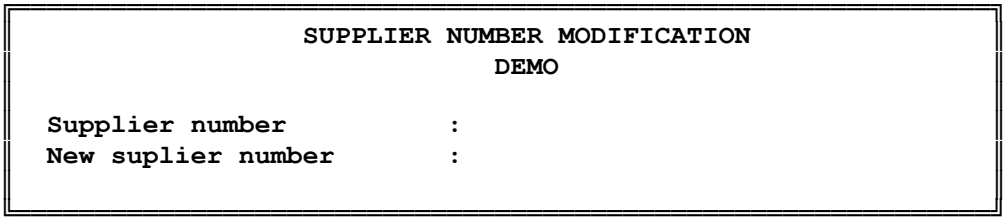
[F2] Allows you to delete the supplier record displayed on screen if there are no items in your inventory assigne to this supplier. In this case, an alert message will display :

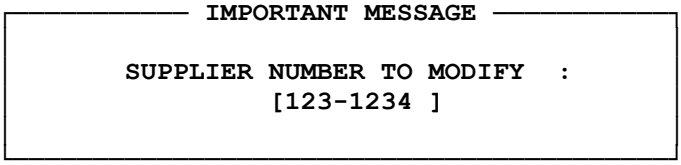


[Esc] **Returns you to the Supplier menu.**

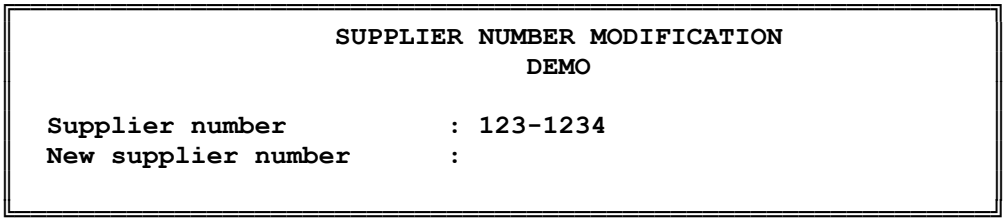
MODIFY SUPPLIER NUMBER

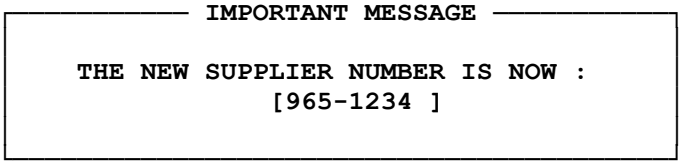
Allows you to modify an existing supplier number without having to go through each supplier record.





After entering the original supplier number, enter the new number.





For the changes to take effect, the system will pass through each existing record in the inventory. Please do not interrupt this index update.

The system may refuse the number change if the new number entered already exists. Also rejected is if you try to merge two suppliers into one.

PRINT SUPPLIERS

Allows you to print the reference list of all or an interval of the suppliers currently in your system. To print all suppliers, press *[Enter]* at the start supplier and *[Enter]* again for the end supplier.

```
┌────────    SEARCH PARAMETERS    ────────┐
│                                          │
│ Start suppliers :  [1              ]     │
│                                          │
│ End suppliers   :  [1              ]     │
│                                          │
└──────────────────────────────────────────┘
```

Prepare your report printer.

```
┌────────    PRINTING PROCEDURE    ────────┐
│                                          │
│          Prepare your printer            │
│        8 1/2" X 11" PAPER REQUIRED       │
│        Press any key when ready...       │
│                                          │
└──────────────────────────────────────────┘
```

The required report commences printing.

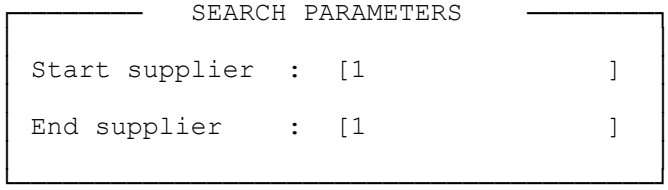
MY STORE Friday, September 29, 2002
DEMO 09:38 Page: 1

SUPPLIER ACCOUNTS

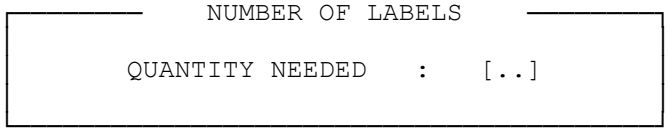
SUPPLIER NUMBER	NAME / ADDRESS / TEL. / FAX	DATE LAST PURCH.	DATE LAST SALE	DATE LAST DELIVERY	TOTAL PURCH.	TOTAL SALES
1) 1	THE FIRST BOUTIQUE 1001, OCEANSIDE SUITE 7 VANVOUVER B.C G9A 3L4 (250) 372-9384 (250) 373-0928	14.01.2002	15.08.2002	14.01.2002	1271.50	1530.87

SUPPLIER LABEL PRINTING

Allows you to print supplier address labels for select suppliers. Please note the the supplier record information must be complete including postal code in order for the label printing to occur.



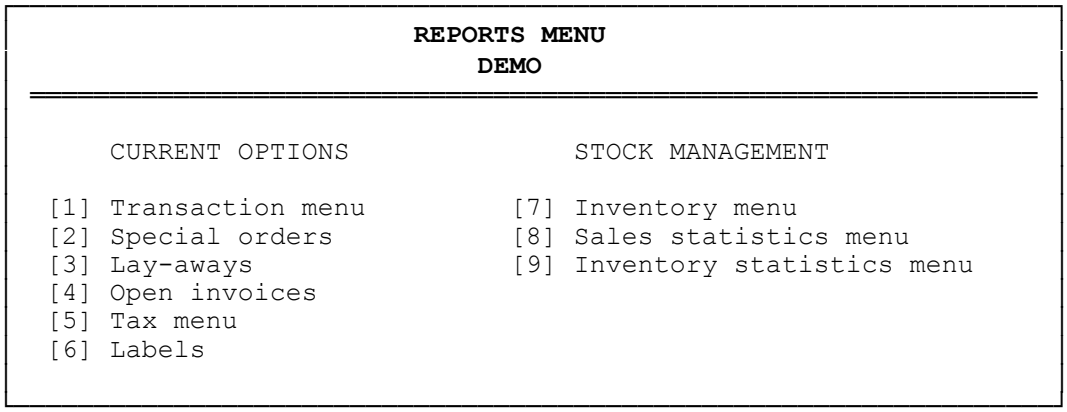
Next, enter the number of labels you need. Important to check the positioning of the labels in your printer before requesting a large amount of labels. If labels are not to your liking, re-position them on your printer.



Prepare your report printer. The standard format for an address label is 3 1/2" x 1".

REPORTS MENU

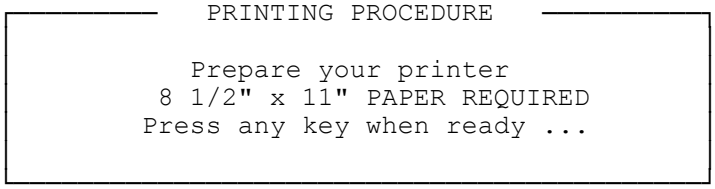
Choose option ***[3]*** from the Inventory management menu to access the Reports menu for a huge variety of possible reports.



To exit the reports menu, press ***[Esc]*** and you'll return to the Inventory management menu. However, the printer-buffer must be empty before the print process stops. To empty the buffer more rapidly, close and then turn on the printer.

Please note that after printing one of the reports, you automatically return to this menu.

Reports can be produced either on paper or on screen. In the case of the former, the following message displays :



REPORTS MENU (con't)

The reports sent to screen are the same as those on paper. To move from field to field in the on-screen report, use the arrow keys, ***[PgUp] [PgDn]***, ***[Home]***, ***[End]*** and ***[Tab].*** You also have access to two very useful functions :

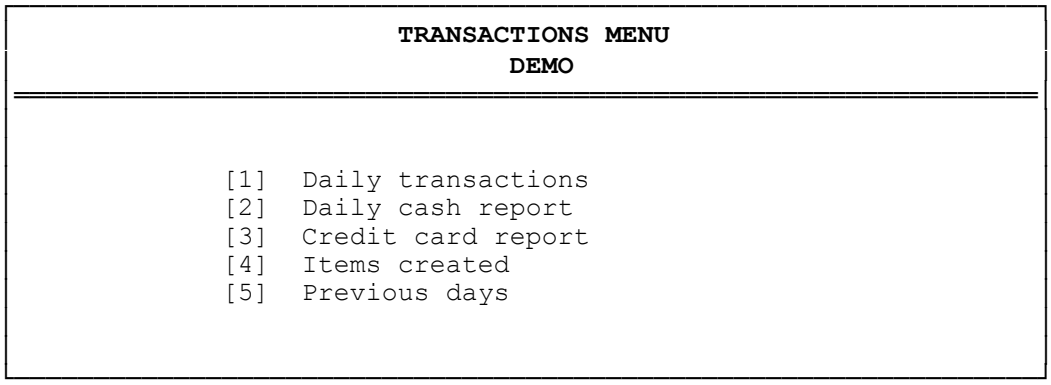
[F1] allows you to print from screen the total or partial report.

If you choose partial, define the section you wish to print by pressing ***[F1]*** on the line where you wish to start and with the arrow keys, block the rest of the section to print.

[F2] In the same manner, you can freeze a block (example : freeze the headings) and move the rest of the report up to the heading block.

TRANSACTIONS REPORT

Press ***[1]*** to print the daily transactions in list or sales slip format. Whether the current day is not closed or not, **InformaStock** conserves all the transactions in a file named after the date of those transaction (i.e., 020296, 130796 etc).



These reports could also be viewed on-screen or sent to the printer.

DAILY TRANSACTIONS

This report contains detailed information concerning the daily transactions; invoice by invoice breakdown of all transactions registered during the day (till openings, cancelled invoices, lay-aways etc.).

TRANSACTIONS REPORT (con't)

All transactions occuring during the day are conserved in the daily transactions file. A salesman and transaction code is also attributed to each transaction. The transaction codes are as follows :

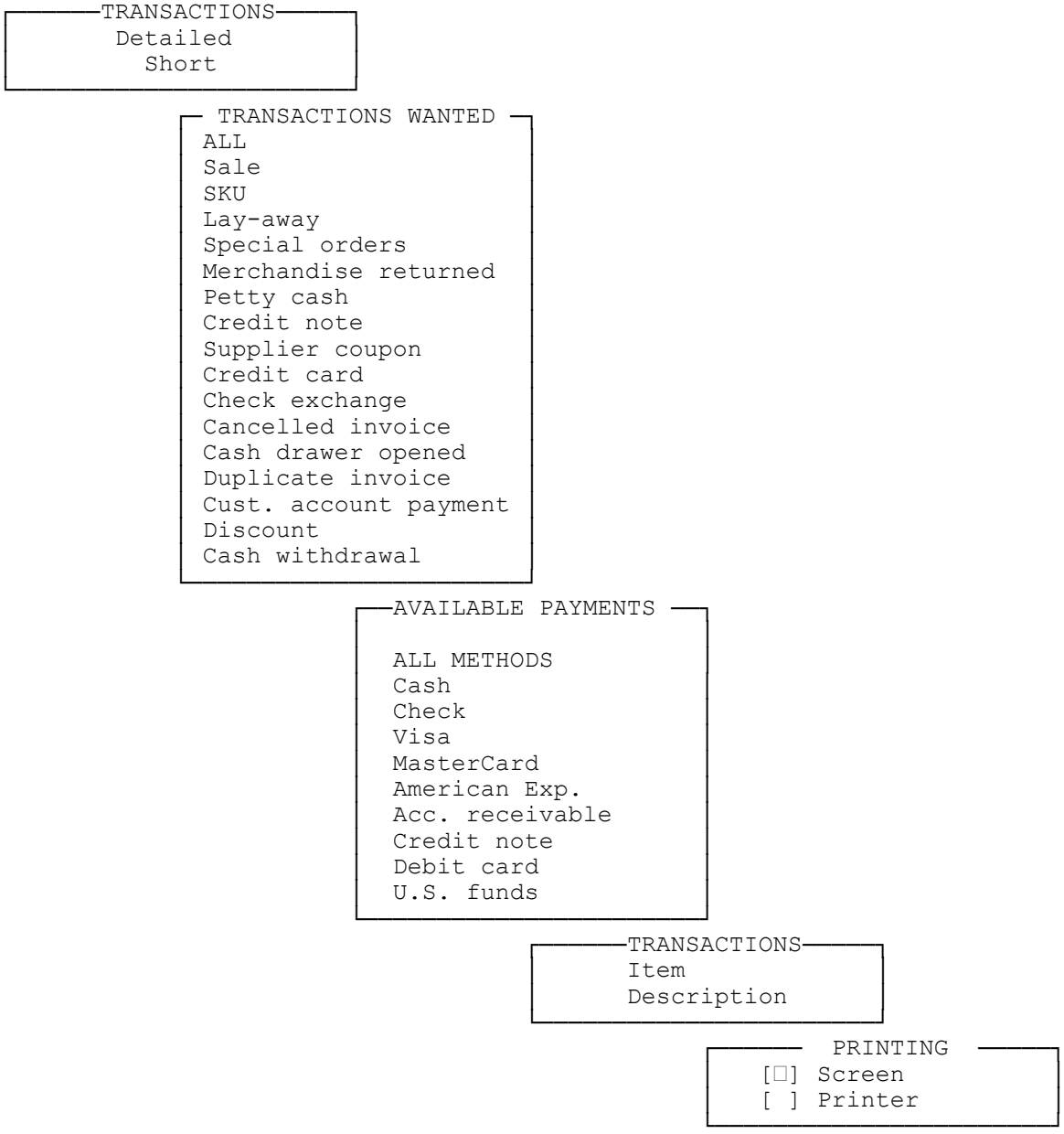
A: lay-away return/credit note
B: lay-away return/reimbursement
C: petty cash
D: credit not remitted
E: discount
F: supplier coupon
G: credit card
H: check exchange
I: interest
J: cancelled invoice
K: cash drawer opening
L: duplicate invoice
M: lay-away deposit
N: credit note
P: customer account payment
R: merchandise return
S: special order
V: regular product sale
W: SKU sale
X: cash withdrawal
Z: lay-away item

If you make a temporary closeout (X), the information will not be readily avaliable until you make the final daily closeout (Z).

You may print the transaction report of any of your days; either before the closeout or by choosing the Previous day option.

TRANSACTIONS REPORT (con't)

In both cases, select among the following choices :



TRANSACTIONS REPORTS (con't)

DAILY CASH REPORT

Allows you to print a cash report **without having to perform the closeout first.** However, if a temporary closeout was done (X), the information will be temporarily inaccessible.

If you choose the on-screen report option, the information will be abridged and will differ from the report sent to the printer.

CREDIT CARD REPORT

Available for those who use the ***[Crtl][F8]*** function and the keyword **CARTECRE,** will register the credit card number of each customer for each transaction. This does not replace your "TalkTek" as no credit card validation is performed.

ITEMS CREATED

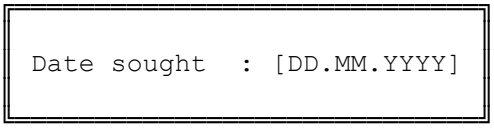
Allows you to print all the items created during the day's invoicing. You must purge the report file afterwards to avoid re-printing the same information the next day.

TRANSACTIONS REPORTS (con't)

PREVIOUS DAYS

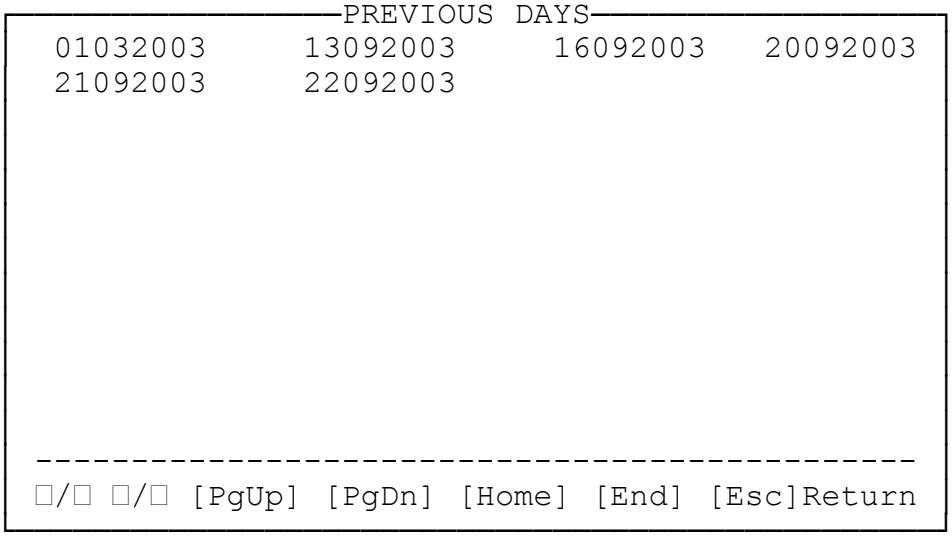
Allows access to daily transaction reports, cash reports and, if applicable, credit card reports for an already-closed day.

Enter the day you wish to have printed :



[Esc] Return

If the date entered does not exist (no daily-closeout), the following search window appears :



Position the cursor onto the date you wish to select and press ***[Enter]*** before making the report selection.

TRANSACTIONS REPORTS (con't)

PREVIOUS DAYS

N.B. A day's transactions that does not have a daily closeout will be transfered to the next daily closeout performed. There is not an automatic file creation for the day's transactions. It is up to you as to the frequency of your closeouts.

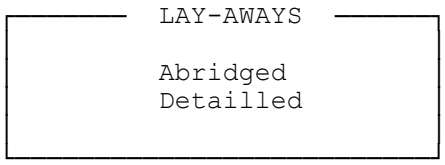
Exemple: daily closeout each night
daily closeout each day at noon (at deposit)
daily cloesout each week
daily closeout each month

SPECIAL ORDERS REPORT

Allows you to print all the transactions pertaining to special orders. The name, amount and deposit date are entered but no items entered as comments are kept in the report.

LAY-AWAYS REPORT

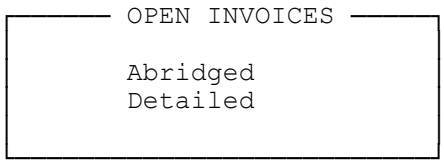
Prints a report of all transactions with lay-aways. Position the cursor onto the type of report you would like :



The abridges report indicates the number of items on lay-away while the detailled report lists the items on lay-away.

OPEN INVOICES REPORT

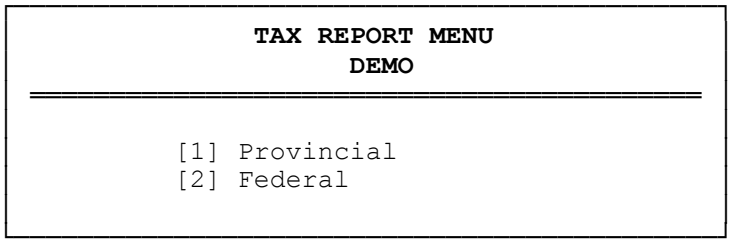
Use this option to print all your open invoices currently in your system.



The abridged report indicates the total number of items in your open invoices while the detailed report list the details of the items used in the open invoices.

TAX REPORT

The following sub-menu appears after having selected this option :



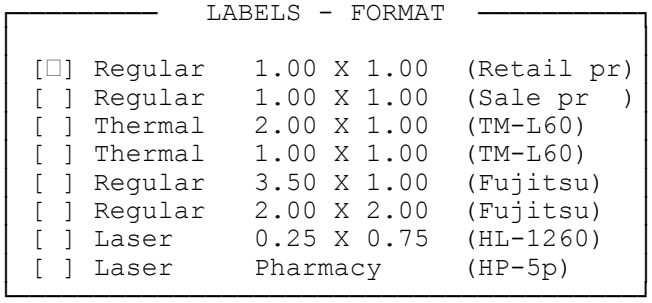
[Esc] Return

Select the interval to print (a 12 month period always prints). The report totals the tax amount to remit per month for all the sales transactions done in your system.

PRINTING ITEM LABELS

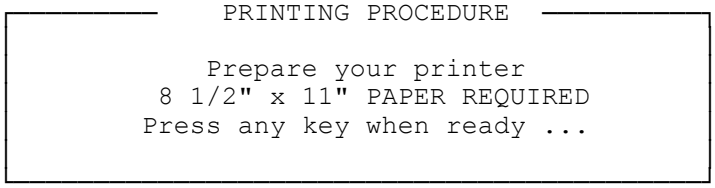
This option allows you to print item labels without having to make a merchandise reception. It is a direct printing process without affecting your stock quantities.

Choose the format for the labels required.


LABELS - FORMAT
[□] Regular 1.00 X 1.00 (Retail pr)
[ ] Regular 1.00 X 1.00 (Sale pr)
[ ] Thermal 2.00 X 1.00 (TM-L60)
[ ] Thermal 1.00 X 1.00 (TM-L60)
[ ] Regular 3.50 X 1.00 (Fujitsu)
[ ] Regular 2.00 X 2.00 (Fujitsu)
[ ] Laser 0.25 X 0.75 (HL-1260)
[ ] Laser Pharmacy (HP-5p)

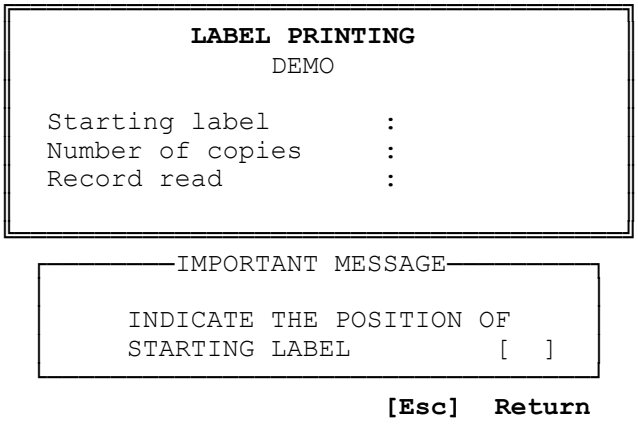
Only the label "Pharmacy" format is unavailable with Les logiciels InformaStock Inc. Consult our price lists for further information.

If you choose a format where several labels are printed on the same line, **InformaStock** will inform you to prepare your report printer and then you must enter the position of where the printing of the labels will take place :

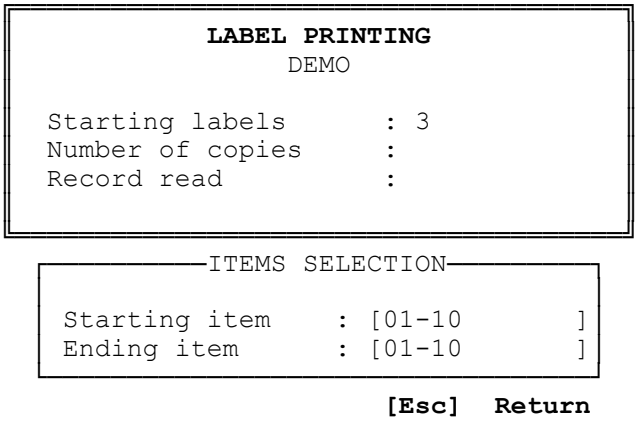


PRINTING ITEM LABELS (con't)

Like the regular label **InformaStock** format, it is a page consisting of 6 labels wide and to avoid wasting a line of labels in printing a sinle label, indicate the position (label 1 to 6) where the printing should begin.



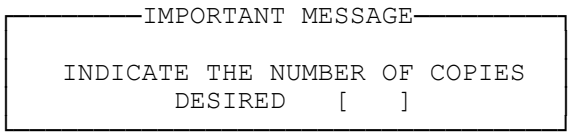
Once the starting position has been entered, enter the item number of the items you nedd labels for .



PRINTING ITEM LABELS (con't)

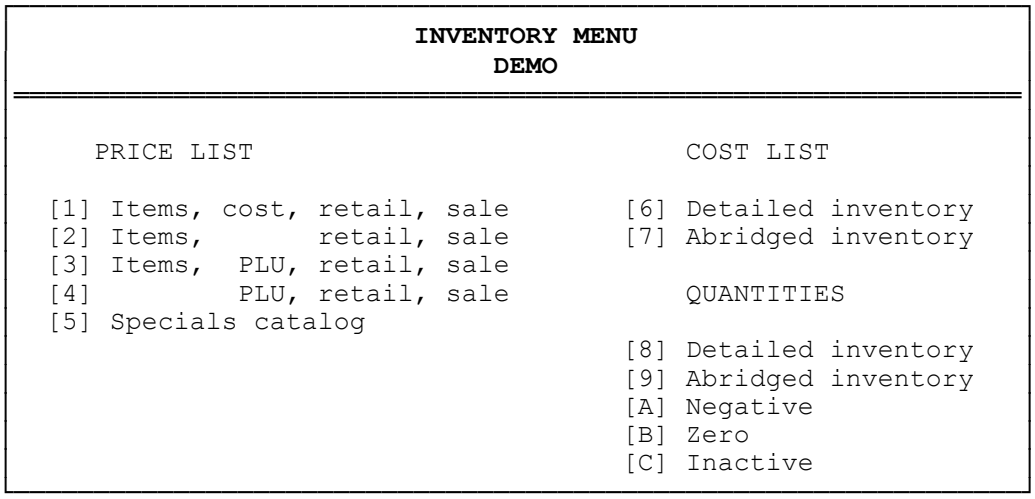
Press ***[Enter]*** on the ending item to stop the selection at one sole item. Indicate the item number where the printing process should go as far as.

The quantities to print will be the same for all items selected.



INVENTORY REPORTS

All inventory reports are available from the following menu :



Before choosing the type of report, consider the following :

. The term "Items" indicates the principal item number, in this case the catalog number while the term "PLU" indicates the invoice number.

. The third price level (Other price) is also printed on the first four reports.

. The specials catalog prints only the items that have valid promotional dates attached to them.

. Detailed inventory signifies that the information for each item is printed.

. Abridged inventory signifies that all information for the items are totaled and only the totals are printed.

. The merchandise cost report is not a list of products but rather only the items that have stock quantities are printed.

INVENTORY REPORTS (con't)

To guide you through the different print parameters available for your report, read the following carefully :

1) What kind of report do you need ?

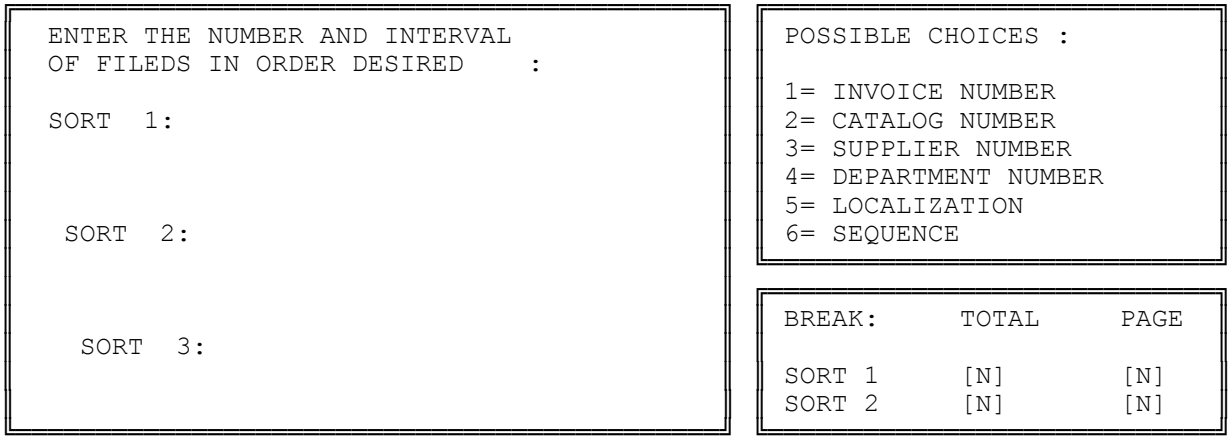
- price list (item # and different prices)
- cost of your inventory (quantity in stock X ave. cost = inventory cost and the value of merchandise)
- quantities report (list of items with corresponding stock quantities)

2) What type of information grouping do you need ?

3) For which parts of your inventory do you require information? (total or partial)

After choosing the report corresponding to your needs, enter the information in the selections window :

SELECTION CRITERIA - LIST PRICE REPORT



[Esc] Return

INVENTORY REPORTS (con't)

Always indicate in sort 1 the principal grouping desired. Always end the selection by the type of item number.

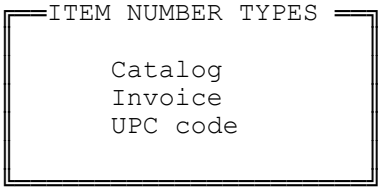
Each sort selection automatically eliminates the it from the next selection.

1st selection level (sort 1 and 2):	supplier, department, localization
2nd selection level (sort 1, 2, 3):	invoice number, catalog number, sequence number

Further more, for each sort, you may specify the interval needed. That is, for a sort using the supplier number, you may select all the suppliers, one supplier or only suppliers 10 - 20. Enter the starting supplier number and the ending supplier number. To select all, press ***[Enter]*** on each line selection.

You may also choose to have a sub-total per selection and a page break to "air" your report.

At the very end of your selections, finally choose the item number type to print onto your reports :



INVENTORY REPORTS (con't)

Examples for price lists :

All products for department 5 only :

SORT 1: 4= DEPARTMENT NUMBER	from 005
	to 005
SORT 2: 2= CATALOG NUMBER	***[Enter]***
	[Enter]

For department 10 only, all the suppliers, all products :

SORT 1: 4= DEPARTMENT NUMBER	from 010
	to 010
SORT 2: 3= SUPPLIER NUMBER	***[Enter]***
	[Enter]
SORT 3: 2= CATALOG NUMBER	***[Enter]***
	[Enter]

For department 001, suppliers 100 to 150, all products by invoice number :

SORT 1: 4= DEPARTMENT NUMBER	from 001
	to 001
SORT 2: 3= SUPPLIER NUMBER	from 100
	to 150
SORT 3: 1= INVOICE NUMBER	***[Enter]***
	[Enter]

For items by order of sequence only :

SORT 1: 6= SEQUENCE

For all items with catalog number in 1000 range :

SORT 1: 2= CATALOG NUMBER	from 1000
	to 1999

SALES STATISTICS REPORT

All registered sales statistics in **InformaStock** are accessed via the following menu :

```
                    SALES STATISTICS MENU
                           DEMO
═══════════════════════════════════════════════════════════

  [1] Cash deposit summary          [6] Salesmen/departments
  [2] Sales summary                 [7] Salesmen/items
  [3] Abridged departments
  [4] Best sellers                  [8] Product evolution
  [5] Sales comparitives

                                          [Esc]  Return
```

CASH DEPOSIT SUMMARY

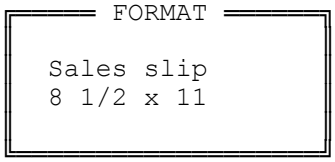
Allows you to produce a report on all information pertaining to a (or several) cash deposits. The totals will be printed on a sales slip format according to the intervals given :

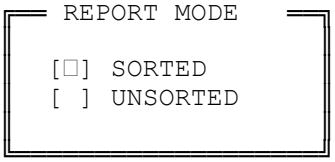
```
Starting date: [DD.MM.YYYY]
Ending date  : [DD.MM.YYYY]

                                [Esc] Return
```

SALES STATISTICS REPORT

SALES SUMMARY REPORT

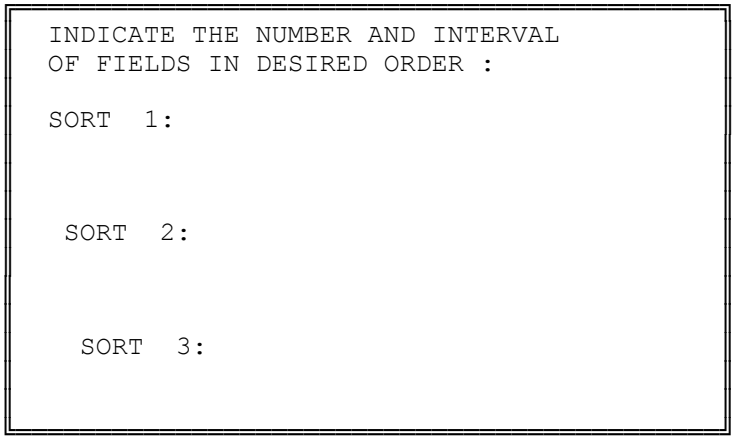
Allows you to print a report regarding information relative to one or more business days. The following possibilities are :

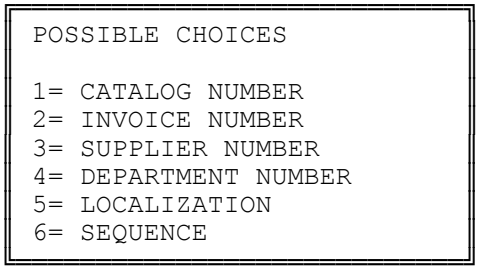


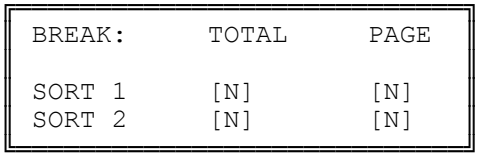


If you wish to have your reports sorted
You must enter the selection critieria

SELECTION CRITERIA - REPORTS







[F1] Print **[Esc] Return**

SALES STATISTICS REPORT (con't)

ABRIDGED DEPARTMENTS

This report, according to the intervals given, breaks down the sales by department for all departments.

BEST SELLERS

This report lists the best selling items in descending order - ex.: top 10 sellers for a given supplier). You also have the choice of having the report sorted or not, for a specific period and on screen or printer. Also enter the number of best sellers wanted : (top 10; top 50; top 100 etc);

```
═══ NUMBER OF BEST SELLERS ═══

 ENTER NUMBER OF BEST SELLERS  :
       [Enter] FOR ALL

             [......]
```

SALES COMPARITIVE

Allows you to print a report (detailed or abridged of a possible 7 intervals) the sales percentage of each department compared with the total sales.

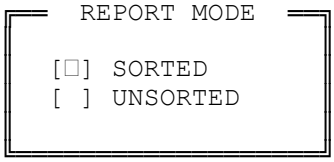
```
                      START          END
INTERVAL 1:   [DD.MM.YYYY]    [DD.MM.YYYY]
         2:   [DD.MM.YYYY]    [DD.MM.YYYY]
         3:   [DD.MM.YYYY]    [DD.MM.YYYY]
         4:   [DD.MM.YYYY]    [DD.MM.YYYY]
         5:   [DD.MM.YYYY]    [DD.MM.YYYY]
         6:   [DD.MM.YYYY]    [DD.MM.YYYY]
         7:   [DD.MM.YYYY]    [DD.MM.YYYY]
```

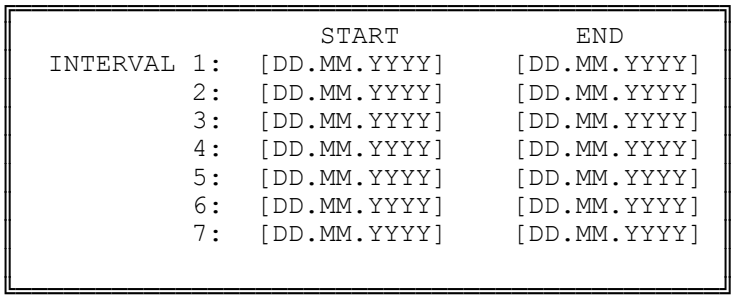
SALES STATISTICS REPORT (con't)

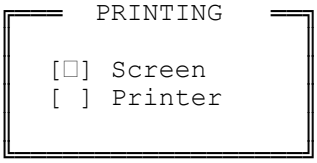
SALESMEN/DEPARTMENTS
Depending on the interval given, prints a report for the amounts sold for all the departments for each salesman and the associated commission, if applicable. You may select to have a page break for each salesman.

SALESMAN/ITEMS
Depending on the interval given, prints a report for the amounts sold for each item and for each salesman and the associated commission, if applicable. You may select to have a page break for each salesman.

PRODUCT EVOLUTION
Depending on one or more intervals,(maximum seven), you can follow the sales evolution of one or more product(s).



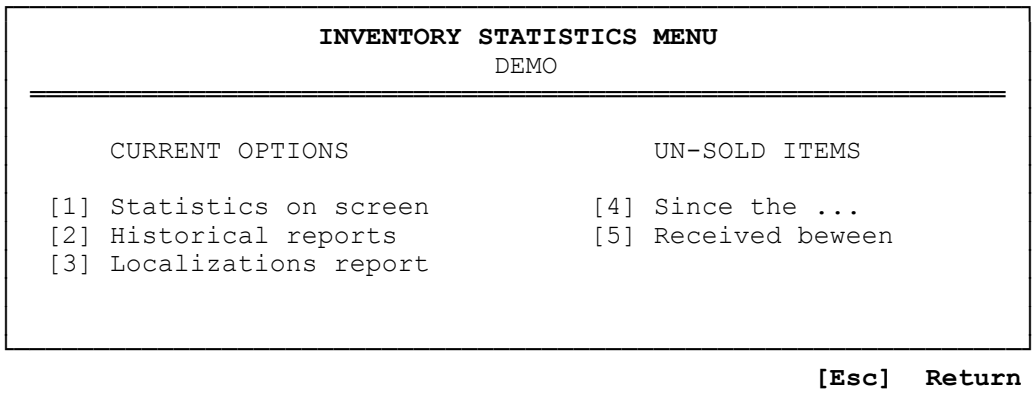




INVENTORY STATISTICS REPORT

for users of 'InformaStock Autonome Plus only

All statistical reports invoicing inventory movement are available here :



Please note that these reports will only be a true reflection of your inventory if merhandise receptions are entered in the software as well as all inventory corrections - (merchandise returns, supplier returns etc.).

INVENTORY STATISTICS REPORT (con't)

STATISTICS ON SCREEN

This option gives you a run-down for a precise period (see date and time, upper right corner), of the value (cost and merchandise value) of your store inventory.

Date : 11.09.2003
INVENTORY STATISTICS Time : 13.57.31

QUANTITIES			COST VALUES	
Number of items in inventory	:		2482.00	
Number of store items	:		2471.00	115835.32 $
Number of warehouse items	:		0.00	0.00
Number of used items	:		0.00	0.00
Number of reserved items	:		11.00	969.26
Number of negative items	:		0.00	0.00
Cost value	:	116804.58 $		
Merchandise value	:	172506.15 $		
Items on order	:	20.00		
Value of order	:	534.30 $		
Items on B.O.	:	23.00		
Value of B.O.	:	178.63 $		

[Esc] Return

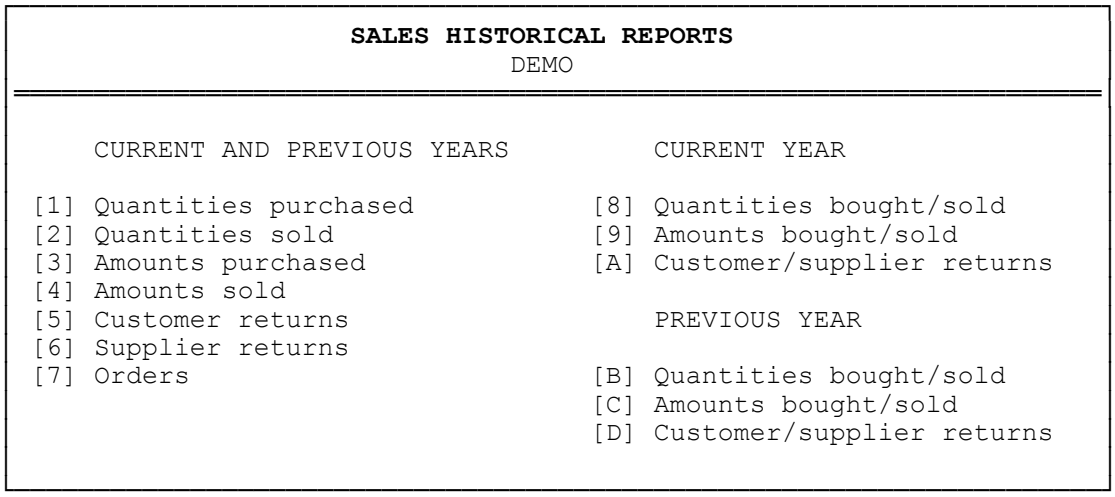
To keep a copy of this information, 8 1/2" x 11" paper, press the ***[PrintScreen]*** key while the screen is still displayed and it will print as shown.

INVENTORY STATISTICS REPORTS (con't)

SALES HISTORICAL REPORT

for users of InformaStock Autonome Plus only

For the first seven reports (left column) the first line represents the the current year and the second line the previous year, thus a comparison of the two is diplated. The reports in the right column are for the one year only.



[Esc] Return

LOCALIZATION REPORT

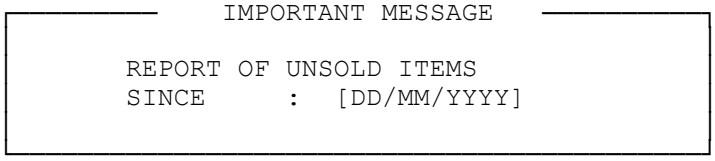
This report prints a complete list (in alphabetical order) of all localization terms entered in your system.

Please do not interrupt the index process.

INVENTORY STATISTICS REPORT (con't)

UNSOLD ITEMS SINCE ...

Before selecting the items, enter the starting date for the processing of the unsold items. The end date of the report will be the actual date of the report request.



As in the other inventory reports, you may then enter the selection criteria.

SALES STATISTICS REPORTS (con't)

If no report prints, it is because no items have been found for the selections you have selected.

UNSOLD ITEMS BETWEEN

As in the previous report, enter the starting date and the ending date for the unsold items.

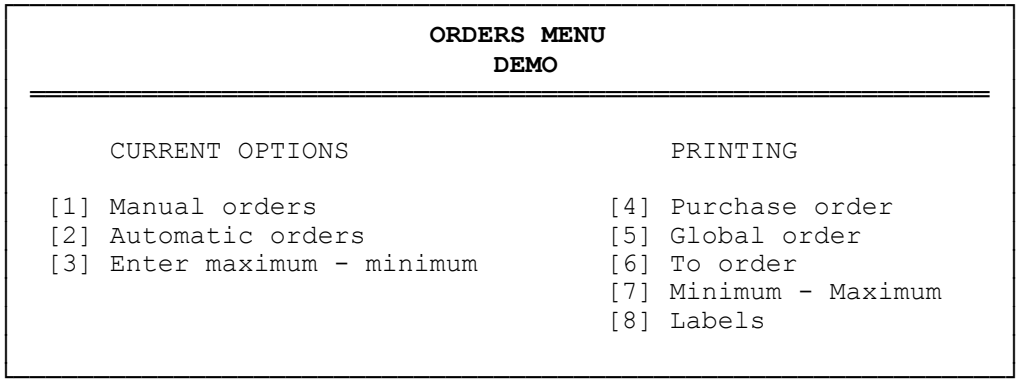
```
┌─────────    IMPORTANT MESSAGE   ──────────┐
│                                           │
│      REPORT OF ITEMS IN STOCK             │
│      BETWEEN THE  :     [DD/MM/YYYY]      │
│      AND THE      :     [DD/MM/YYYY]      │
└───────────────────────────────────────────┘
```

Again, enter the selection criteria for your report.

ORDERS MENU

for users of InformaStock Autonome Plus only

Access this section by selecting option ***[4]*** from the Inventory management menu.

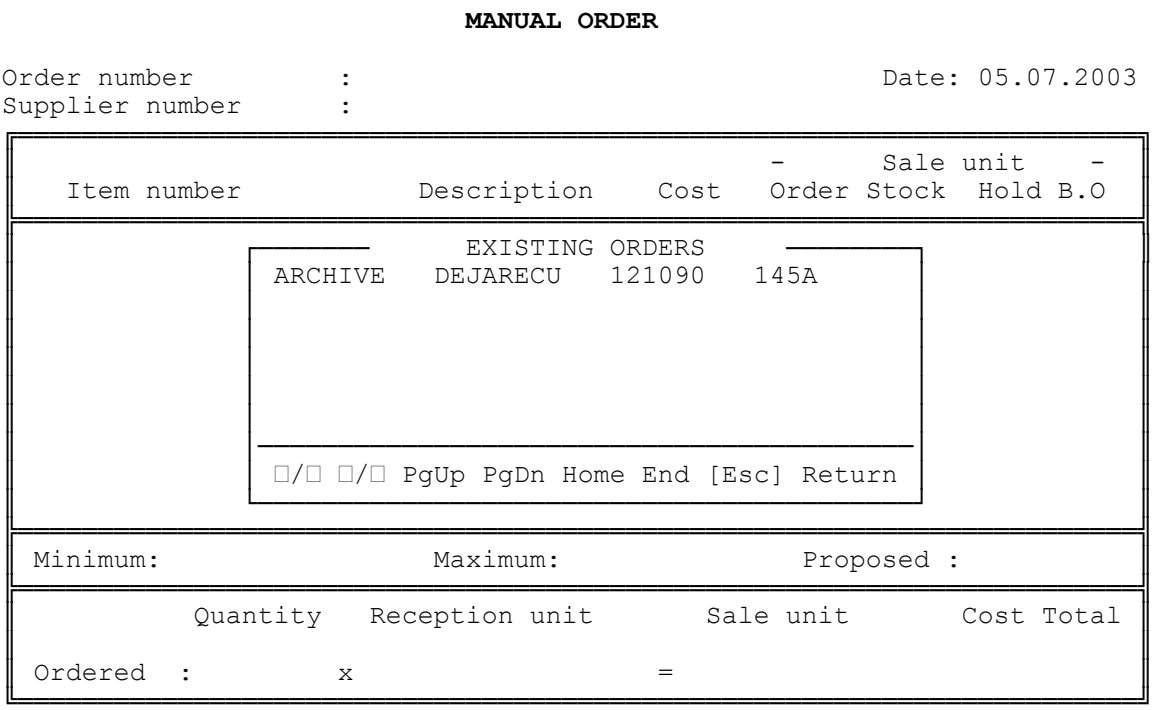


This section details the orders management of your inventory whether manual, automatic, etc. Enter in this section also all your minimum / maximum quantity level as well as the printing of your product labels.

Press ***[Esc]*** to return to the Inventory management menu.

MANUAL ORDERS

To place an order from a specific supplier and a given order number, enter the items to order in the following screen :



After pressing ***[Esc]*** from the query window, enter the order number (8 characters maximum and no special characters). This order number serves as a reference number and can be changed at will.

Next, enter the supplier number among the existing suppliers in your system. The supplier number field is not obligatory - you may simply press ***[Enter]***.

MANUAL ORDERS (con't)

Creating a new order

Enter the items to order, one after another. The system may suggest the quantity to order, if you entered the minimum-maximim-proposed quantities - to verify, check the bottom of the screen for the values entered.

If an item entered does not correspond to the entered supplier, a message will display. The system will not, however, will not reject the item in this order.

You may modify the quantity to order of an item by pressing ***[Enter]*** on the item number. The already entered value resets to zero and you then re-enter the modified value.

To add an item to yopur order list, always position yourself at the bottom of the list. The system may then sort your list.

There is no limit to the number of items you can enter for each order.

[F1] to save the order

[Esc] to cancel the order

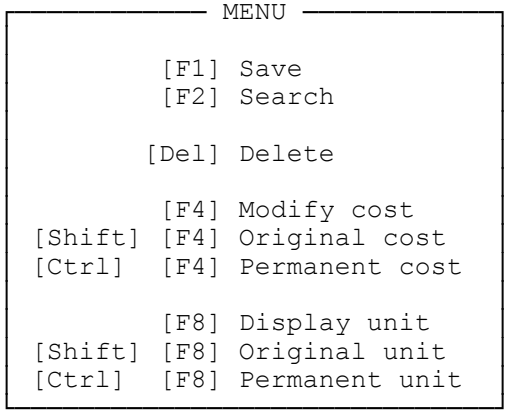
[PgUp] [PgDn] to navigate beteween items on screen - page by page

[Home] [End] to respectively move to the first and last items of the order

In using order, reception and sales units in your inventory records, you can order 1 case, receive one case and sell 24 units. The order quantity is 1 case and displayed at the bottom of the screen the sale quantity as well as the total cost for the case.

MANUAL ORDERS (con't)

Once you enter your order, access to the ***[F6]*** function is available. You then also access to the following functions :



[F1] to save the order.

[F2] to search for an item in your order.

[Del] to delete an item.

[F4] access the item cost in order to modify.

[Shift][F4] in the cost field, returns you to the original cost (cost in the inventory record).

[Crtl][F4] in the cost filed, allows you to register the modified cost into the inventory record.

[F8] allows you to display the order quantity in unit quantity (sale).

[Shift][F8] allows you to return to the original unit (cost of inventory record unit).

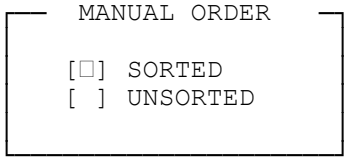
[Crtl][F8] let's you register the modified unit entered in the order to the inventory record.

MANUAL ORDERS (con't)

Modification of an existing order

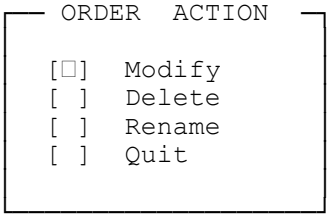
You may add items or modify the quantities to order on an already existing order. Select the order in the order query window.

First, determine whether you wish to display the order in the sorted or unsorted format.



If sorted, you must enter the selection criteria.

Secondly, the system will ask what kind of treatment required for the order :



1) **Modify**

The order will display on screen. Begin modifying as you would a new order.

MANUAL ORDERS (con't)

MANUAL ORDERS

Order number : 10099612 Date: 19.11.2001
Supplier number : Several suppliers

	Item number	Description	Cost	- Unit of sale - Ord.	Stock	Hold	B.O
1)	10	SCIENCE DIET 2 KG	8.90	55	-55	0	0
2)	15	BIRDCAGE	50.00	2	23	0	0
3)	20	MAN'S GOLF CLUB	105.18	1	16	0	0
4)	010	COSMETICS	1.50	[15]	-2	0	0
5)							

TOTAL OF ORDER : 717.18

Minimum : 0.00 Maximum : 0.00 Proposed: 0.00

	Quantity		Reception unit		Unit of sale	Cost Total
Order :	15	X	1	=	15	(22.50)

[F6] Menu **[Esc] Return**

2) **Delete**
The system will cancel the order and update the quantities of each item. It will then ask you if you wish to archive the order.

3) **Rename**
You may rename an existing order. Simply enter the new name. Remember, maximum eight letters (8) and no special characters (ex.: "#$%?&,...)

4) **Quit**
Returns you to the previous menu.

AUTOMATIC ORDERS

The system will generate the order according to your quantities in stock and your minimum, maximum, proposed quantities as well as the following criteria :

```
┌──      ORDER CREATION   ─┐
│                          │
│  [□] By  description     │
│  [ ] By sort             │
└──────────────────────────┘
```

If you choose the automatic order by description:

```
┌──────────────    ORDER  - DESCRIPTION  ──────────────┐
│                                                      │
│ Enter the description needed : _________________     │
└──────────────────────────────────────────────────────┘
```

If you choose automatic orders by sort you must fill out the selection criteria :

SELECTION CRITERIA - REPORT

```
╔═══════════════════════════════════════╗  ╔═══════════════════════════╗
║ INDICATE THE ITEM NUMBER AND INTERVAL ║  ║ POSSIBLE CHOICES :        ║
║ OF FIELDS IN DESIRED ORDER    :       ║  ║                           ║
║                                       ║  ║ 1= INVOICE NUMBER         ║
║ SORT  1:                              ║  ║ 2= CATALOG NUMBER         ║
║                                       ║  ║ 3= SUPPLIER NUMBER        ║
║                                       ║  ║ 4= DEPARTMENT NUMBER      ║
║  SORT  2:                             ║  ║ 5= LOCALIZATION           ║
║                                       ║  ║ 6= SEQUENCE               ║
║   SORT  3:                            ║  ╚═══════════════════════════╝
╚═══════════════════════════════════════╝
```

[Esc] Return

```
┌─────ORDER ACCORDING TO─────┐
│                            │
│  [□] Minimum               │
│  [ ] Maximum               │
│  [ ] Sale of the month     │
│  [ ] All items             │
└────────────────────────────┘
```

AUTOMATIC ORDERS (con't)

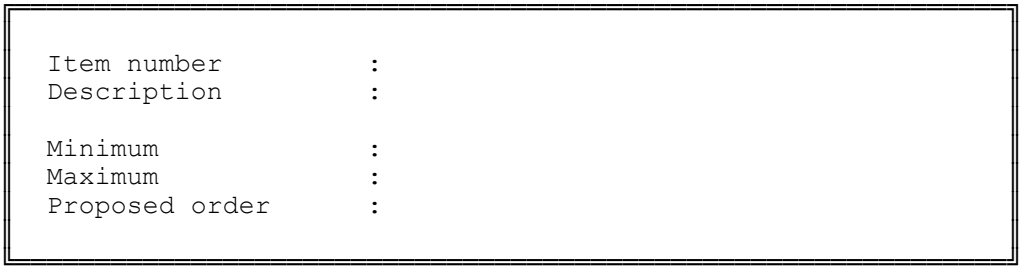
Once the automatic order is generated, return to the manual order section. You will see the automatic order listed as "AUTO". Choose this order and you may modify it and rename it as you register it.

The automatic order generation is very simple to use. However, always check the automatic orders in case of errors since this may greatly affect your stock quantities.

You may interrupt the automatic order generation by pressing ***[Esc]***.

MINIMUM/MAXIMUM ENTRIES

You must fill in the following screen for each of the items you would like to have the system generate an automatic order for according to minimum, maximum and proposed quantities. The proposed quantity is the one that will appear in the window for manual orders and will be the considered one in an automatic order.

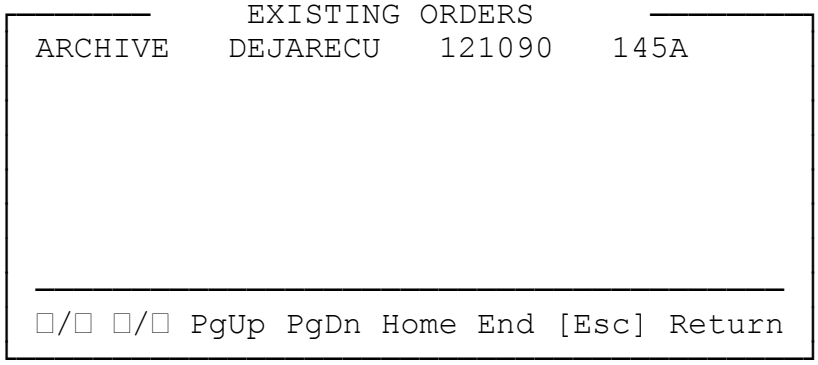


In entering the item number, the description will appear so that you may verify if it is the right item entered. You may modify the quantities displayed at your convenience.

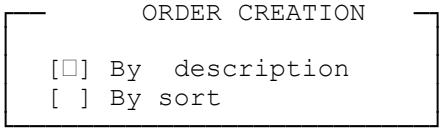
[Tab] to display the window of items with the minimum, maximum and proposed quantities already entered.

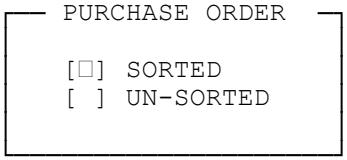
PURCHASE ORDER

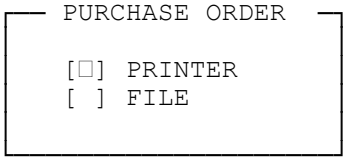
Allows you to print the purchase orders on paper or in a file (for exportation) of the last order or previous orders. Choose the required order from the following window :



Plus, once the order has been selected to print, **InformaStock** will detect if the order contains several suppliers. In all cases, the following choices are available :

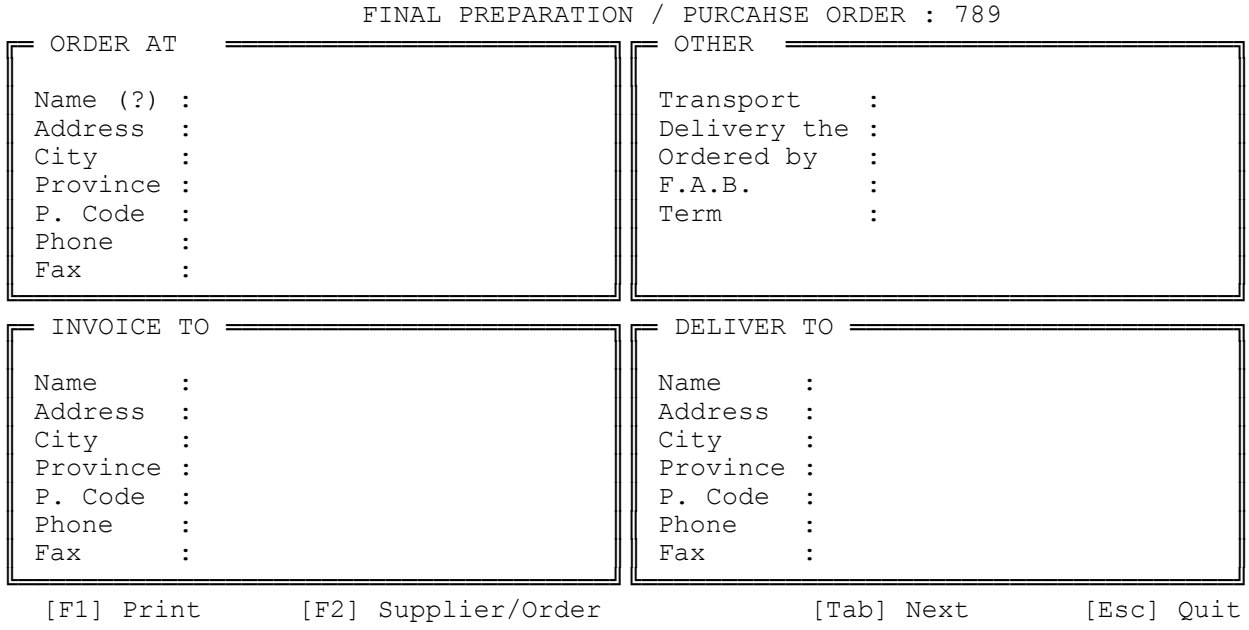






PURCHASE ORDER (con't)

All selections bring you to the final preparation of your purchase order :



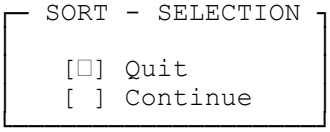
[F1] print the purchase order once all information is completed.

[F2] to access the screen of suppliers corresponding to this purchase order.

[?] to access the list of all suppliers.

[Tab] to move from one section to the next.

[Esc] to quit. Since all information will be lost if you quit, confirm the decision via the following message box :



GLOBAL ORDER

This choice allows you to, according to the sort selections, print all the items in all the available orders :

SELECTION CRITERIA - REPORT

```
INDICATE THE NUMBER AND INTERVAL
OF THE FIELD IN DESIRED ORDER :

SORT  1:


 SORT  2:


  SORT  3:
```

```
POSSIBLE CHOICES :

1= INVOICE NUMBER
2= CATALOG NUMBER
3= SUPPLIER NUMBER
4= DEPARTMENT NUMBER
5= LOCALIZATION
6= SEQUENCE
```

BREAKS:	TOTAL	PAGE
SORT 1	[N]	[N]
SORT 2	[N]	[N]

[Esc] Return

TO ORDER

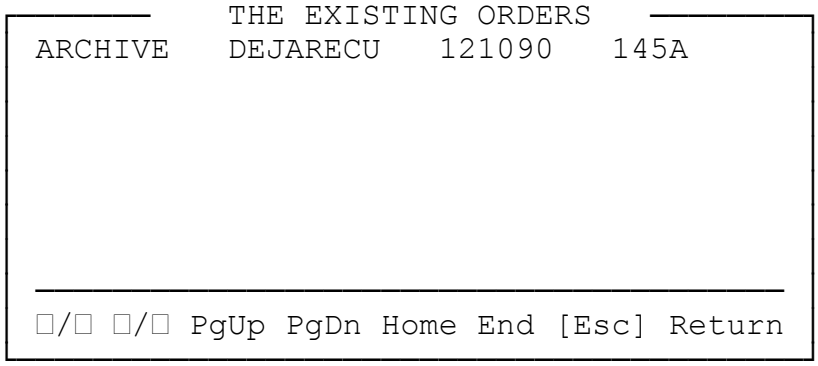
According to the same selection criteria, the printing of all the items to be ordered.

MIMINUM-MAXIMUM

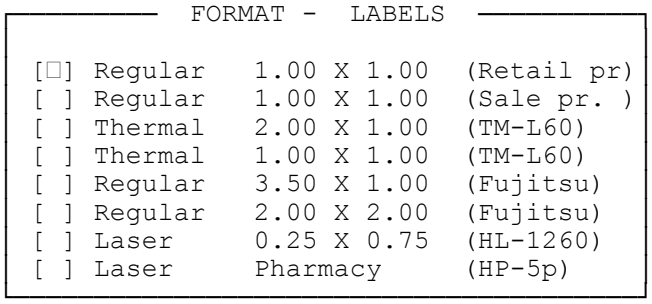
Again, according to the selection criteria, the minimum and maximum values of all the items.

PRODUCT LABELS

For a specific order, allows you to print the product labels in advance :



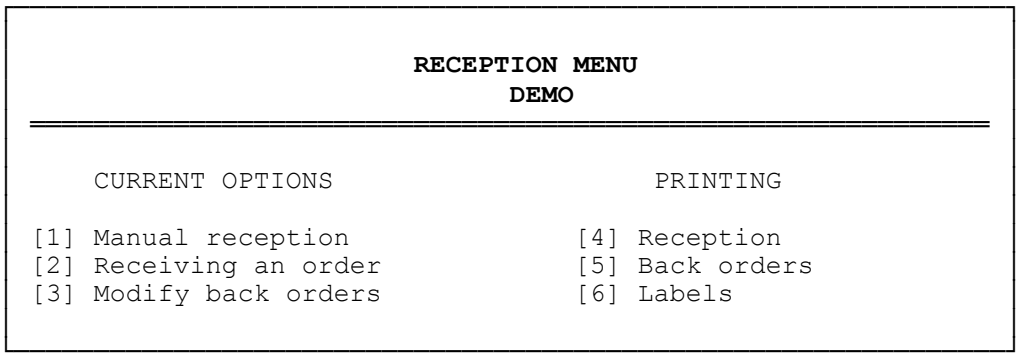
If you have multi-format option, choose the type of product labels you wish for this order :


FORMAT - LABELS
[□] Regular 1.00 X 1.00 (Retail pr)
[ ] Regular 1.00 X 1.00 (Sale pr.)
[ ] Thermal 2.00 X 1.00 (TM-L60)
[ ] Thermal 1.00 X 1.00 (TM-L60)
[ ] Regular 3.50 X 1.00 (Fujitsu)
[ ] Regular 2.00 X 2.00 (Fujitsu)
[ ] Laser 0.25 X 0.75 (HL-1260)
[ ] Laser Pharmacy (HP-5p)

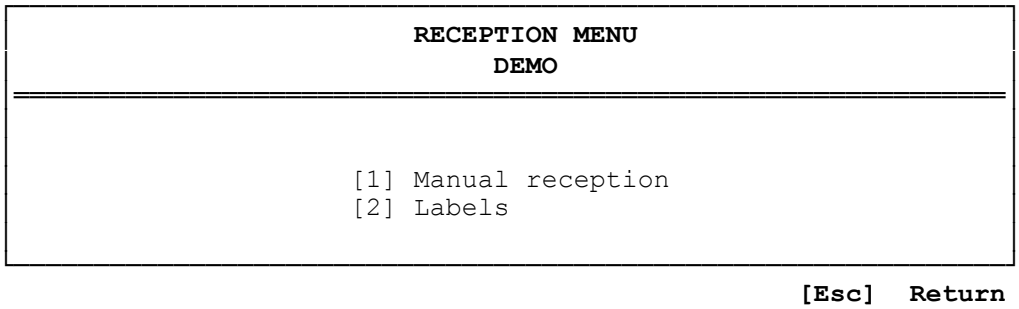
RECEPTION

Allows you to register all merchandise receptions.

For users of **InformaStock Autonome Plus** you access this section in pressing option ***[5]*** from the Inventory management menu :



For users of **InformaStock** choose option ***[4]*** from the Inventory management menu :



Press ***[Esc]*** to exit this menu.

RECEPTION (con't)

MANUAL RECEPTION

To register merchandise that was not ordered by the order section of **InformaStock Autonome Plus or for users of InformaStock,** you would do so in this screen :

MANUAL RECEPTION

```
Item number     : 1-1
Description     : VELOUR GLOVES
Last cost       :    6.47
Retail price    :    9.95

QUANTITIES                                    IN STOCK
Store           :    1                             25
Warehouse       :    0                              0
Reserved        :    0                              0
```

[F6] Menu **[Esc] Return**

Press ***[F6]*** to access the different functions used for this section:

```
──────── MENU ────────
        [F1] Save

 [Shift] [F4] Original cost
 [Ctrl]  [F4] Permanent cost

 [Shift] [F5] Original price
 [Ctrl]  [F5] Permenent price
```

[F1] register the reception.

[Shift][F4] in the cost field, re-enters the original cost.

[Crtl][F4] in the cost field, allows you to register the cost change into your inventory record for the item.

RECEPTION (con't)

MANUAL RECEPTION

[Shift][F5] in the price field, re-enters the original price of the item (according to the inventory record).

[Crtl][F5] in the price field, allows you to register the modified price of the reception and writes it into the inventory record.

As you enter the the quantities received for each item, the stock quantities adjust accordingly. When complete, the following messge appears :

```
┌──────── RECEPTION ────────┐
│                           │
│  DO YOU WISH TO PRINT     │
│     THE MERCHANDISE       │
│   RECEPTION REPORT ?      │
│                           │
│        [Y/N]  [ ]         │
└───────────────────────────┘
```

This report will guide in comparing the supplier's packing slip corresponding to the reception.

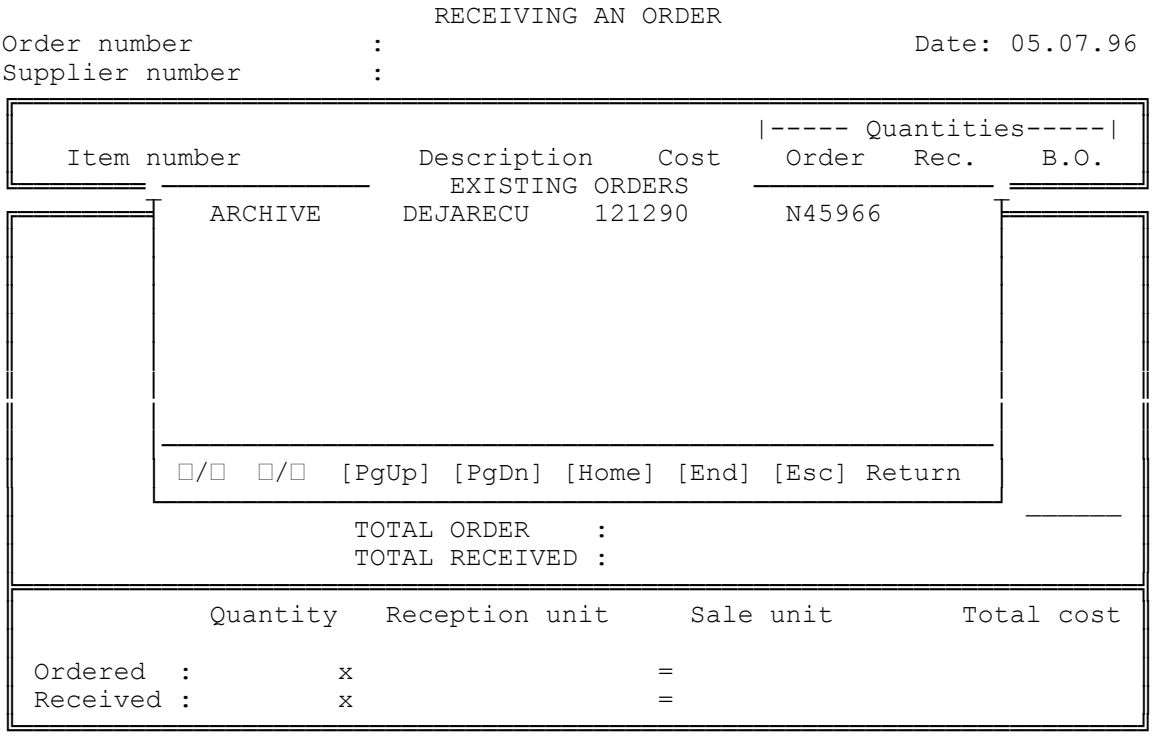
The next question asked is whether you wish to purge the file containing the reception information :

```
┌──────────── RECEPTION ────────────┐
│                                   │
│  TO YOU WISH TO PURGE THE         │
│     RECEPTION FILE FOR            │
│      THIS RECEPTION ?             │
│                                   │
│           [Y/N]  [ ]              │
└───────────────────────────────────┘
```

RECEPTION (con't)

RECEIVING OF AN ORDER
for users of InformaStock Autonome Plus only

Choose from the window displayed either an actual order or an order already received (DEJARECU).



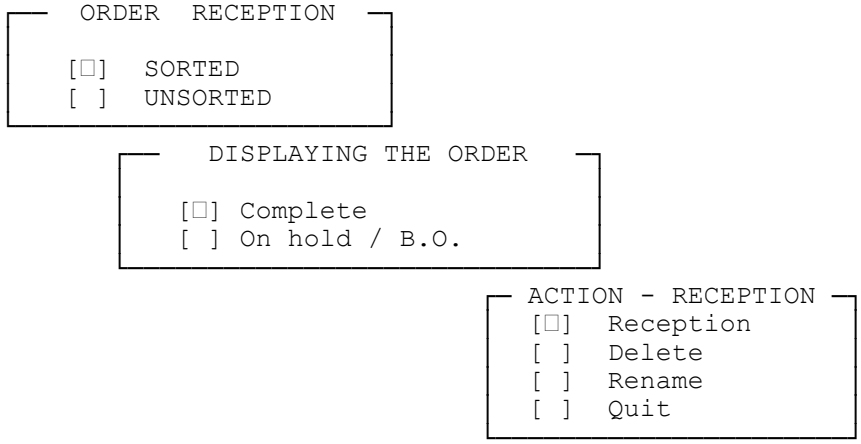
Selecting an actual order corresponds to an order where no merchandise reception has taken place. Once you register the latter, it becomes an already received order (DEJARECU) and can be accessed (if not a complete reception) via the DEJARECU section.

For merchandise receptions with DEJARECU, (an incomplete reception of the order), position the cursor on DEJARECU and press ***[Enter]***. The section on back orders will appear. Select the necessary back order.

RECEPTION (con't)

RECEIVING AN ORDER

Selecting an already received order, the following windows display:



1) **Reception**
   Allows you to register the reception of the order.

2) **Delete**
   Allows you to delete an already received order - usually because the supplier informs you that he cannot deliver the merchandise. You, therefore, cancel the back orders.

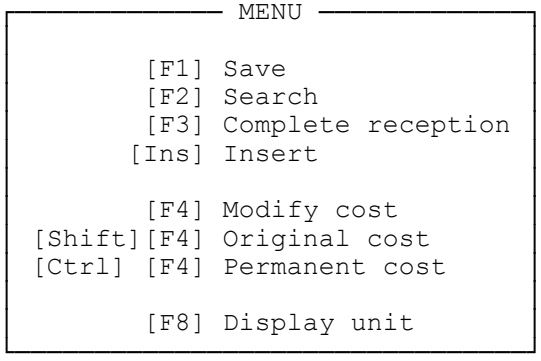
3) **Rename**
   Change the order number - could be the number used by the supplier etc...

4) **Quit**
   Allows you to exit this section.

RECEPTION (con't)

RECEIVING AN ORDER

Press ***[F6]*** to show the available functions for the reception module:



[F1]	to save the reception.
[F2]	to search for a specific product.
[F3]	to automatically complete the reception.
[F4]	allows you to modify the cost of the item.
[Shift][F4]	in the cost field, re-enters the original cost of the item - (registered cost for the order).
[Crtl][F4]	in the cost field, allows you to save the modified cost and enter it in your inventory record for the item.
[F8]	displays the sale unit for the item.
[PgUp] [PgDn]	allows you to move from item to item or page by page.
[Home] [End]	move to the first or last (respectively) item in the order screen.

RECEPTION (con't)

RECEIVING AN ORDER

If you have not received any merchandise for an item, enter ***[0].*** The back orders adjust automatically. You may also enter items that were shipped by the supplier but were not ordered. Enter these items at the end of your order. If it does not not exist in your inventory, you must create the item first.

RECEPTION AND BACK ORDERS PRINTING

After choosing the reception to print, you may sort the reception according to the selction criteria.

LABELS

After the registering of one or more receptions, you may then choose option ***[6]*** Labels for **users of InformaStock Autonome Plus or *[2]* for users InformaStock** and **InformaStock** will then automatically print the required product labels for those receptions.

To skip the label printing for certain items, make sure that you enter ***[N]*** for "Labels" in the inventory record of those items.

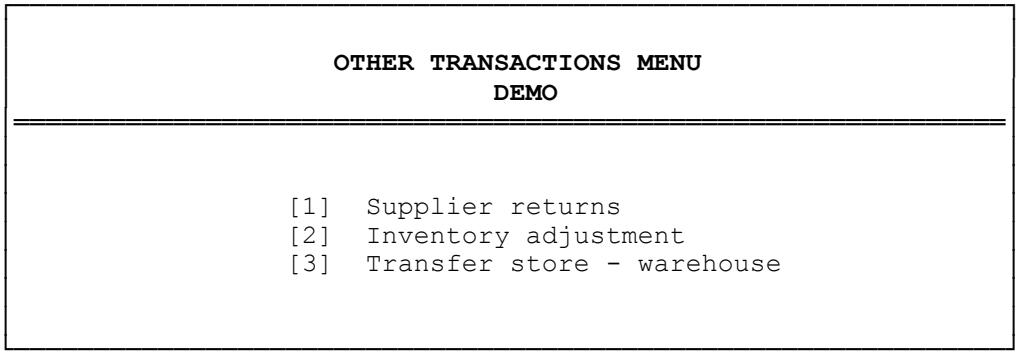
Once all product labels are printed, empty the the product label file to avoid further accumulation of the quantities for the next reception.

OTHER TRANSACTIONS MENU

for users of InformaStock Autonome Plus only

A very important inventory adjustment menu that'll help you control imbalances in inventory quantities with those of your stock taking.

In choosing this option, the following menu appears :



[Esc] Return

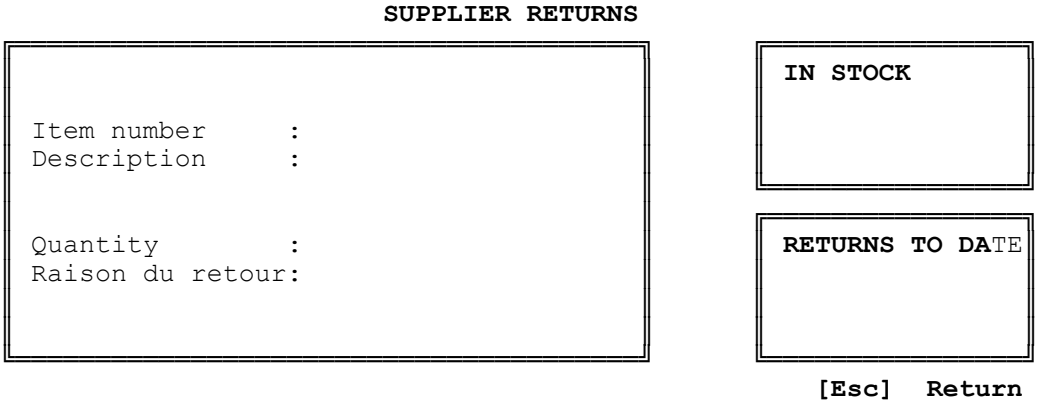
This section allows you to manage the supplier returns or adjust inventory levels because of lost or stolen stock. You may also transfer mechandise from the store to the warehouse and vice-versa.

OTHER TRANSACTIONS MENU (con't)

for users of InformaStock Autonome Plus only

SUPPLIER RETURNS

To register and diminish your inventory level according to supplier return, enter the following information :



To print a report of the credits to come of your supplier, answer "Y" to the following question :

Do you wish to print the RETURNS report ? (Y/N) [Y]

In order not to accumulate the return quantities, answer "Y" to the following question :

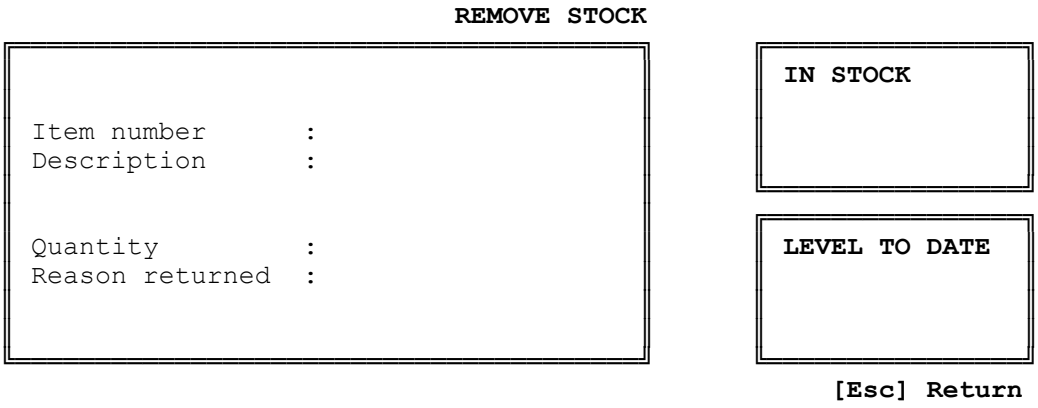
Do you wish to purge the RETURNS report ?(Y/N) [Y]

OTHER TRANSACTIONS MENU (con't)

aux usagers d'InformaStock Autonome Plus seulement

INVENTORY ADJUSTMENT

To register and diminish your stock level due to loss or theft, enter the following information :



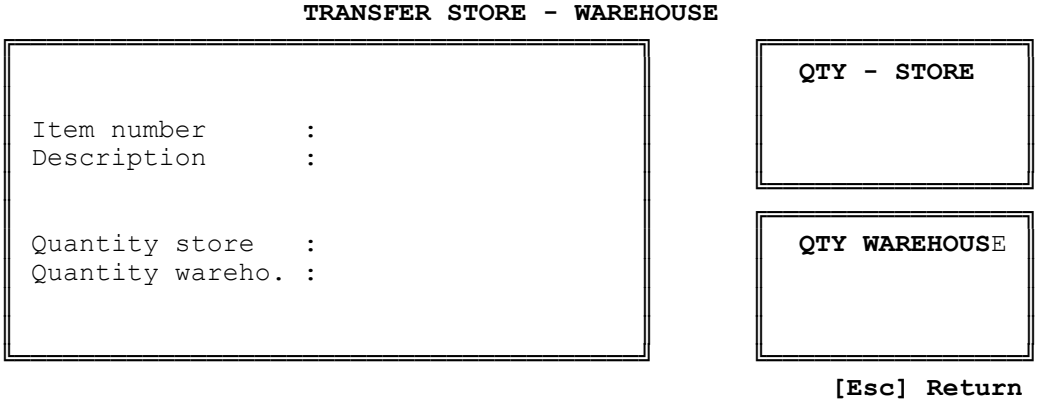
Answer the following two questions as you would for those on page in the previous section.

OTHER TRANSACTIONS MENU (con't)

for users of InformaStock Autonome Plus only

TRANSFER STORE - WAREHOUSE

To transfer quantities between store and warehouse and vice-versa, enter the following information :

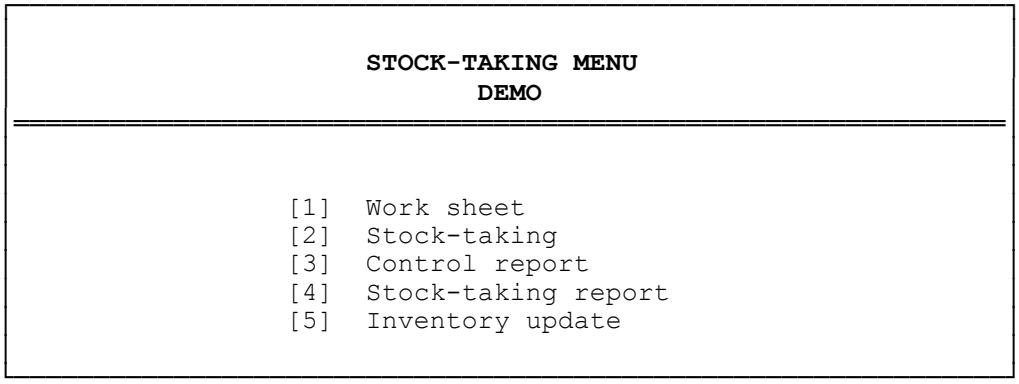


Enter the quantities to transfer.

Again, follow the regular procedure in answering the questions that display.

STOCK-TAKING MENU

Access this section by choosing option ***[7]*** **for users of InformaStock Autonome Plus or** ***[5]*** **for users of InformaStock** from the Inventory management menu. Allows you to enter the the physical stock level of your inventory and then, with the help of a stock-taking report, compare the numbers with the actual store quantities.



[Esc] Return

This module saves in memory the quantities of your stock-taking, without affecting your inventory stock quantities . You may then produce the report which will help you detect any discrepancies between stock levels in **InformaStock** and those in your store - (stock-taking report).

For those using a single workstation, you may continue invoicing - **InformaStock** will adjust accordingly.

For those using several workstations, it is strongly recommended to conduct the stock-taking while your commerce is closed or to shut down all communication between stations and also not enter any reception procedures in the Inventory management.

InformaStock also includes utilities for use with laptop computers . Contact us for more information.

WORK SHEET

A work sheet is used when you want to physically count inventory stock levels. You enter on paper all the quantities that you will later enter into the computer. Also allows you to verify partial inventory counts - (check list).

Your report can be printed using the stansard selection criteria as other reports.

SELECTION CRITERIA - LIST PRICE REPORT

```
INDICATE THE NUMBER THE INTERVAL
OF FIELDS IN DESIRED ORDER    :

SORT  1:


 SORT  2:


  SORT  3:
```

```
POSSIBLE CHOICES

1= INVOICE NUMBER
2= CATALOG NUMBER
3= SUPPLIER NUMBER
4= DEPARTMENT NUMBER
5= LOCALIZATION
6= SEQUENCE
```

```
BREAKS :   TOTAL     PAGE

SORT 1     [N]       [N]
SORT 2     [N]       [N]
```

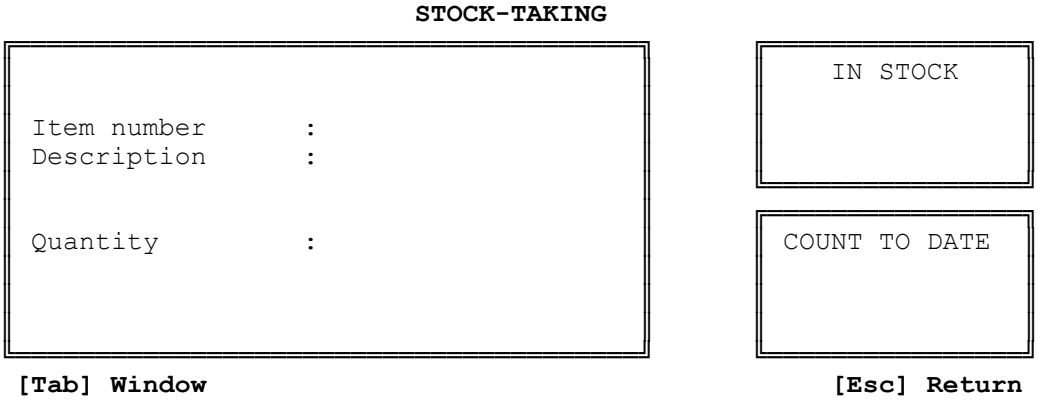
[Esc] Return

See section on reports for criteria selection explanation.

STOCK-TAKING

Registering the physical count of your stock-taking is done with the help of the following screen. You also may print product labels for items according to the stock-count.

Do you wish to print the product labels ? (Y/N) [N]



Before entering the numbers for the stock-taking, have your work-sheet ready.

Enter the quantities in stock at the current moment. It is not here that the inventory adjusts. Only the count is being entered.

For security reasons, you cannot enter a zero directly in the count to date box. You mus enter 0.01 and the system will interpret the entry as absolute zero.

STOCK-TAKING (con't)

The stock-taking files totals all entries made for the items even if the entries were made an different occasions. (Example: Entry at 10:00 2, entry at 10:30 3 more for the same item. **InformaStock** will total the two - 2+3=5 and enter the total in the Count to date box.

You also have access to a quicker method of entering the cout. If you press ***[Tab]***, you have a list of all products in a display window according to the same selection criteria as your reports.

Item number	Description	Qty to date	Qty Store	Qty Warehouse
000	SALES DISCOUNT	[0.00]	[0.00]	[0.00]
01 10	LIPSTICK	[0.00]	[5.00]	[0.00]
02 10	NAILPOLISH	[0.00]	[8.00]	[0.00]

[F2] Search **[Home] Start** **[PgDn]** **[PgUp]** **[Esc] Quit**

In this window, the quantities cannot be totaled in the "To date" field - you must enter the quantity total present at the moment. (Example: Entered at 10:00 2, found 3 more of the same item . Replace the old value (2) with the new value (2+3=5).

STOCK-TAKING (con't)

Once all entries are terminated. press [ESC] and if you answer "Y" to the following question, a report will be printed of all items entered in your count where you can then check for discrepancies.

```
Do you wish to print the entry report ? (Y/N): [Y]
```

To reset the stock-taking file to zero, answer "Y" to the following question.

```
Do you wish to purge the entry report ? (Y/N): [Y]
```

CONTROL REPORT

The control report list all items that have quantities in stock in your system but you have not entered any quantity counts in your stock-taking.

Zero quantities do not print onto the report. You may sort the report like other reports as well.

If, after verification, the quantities on the control report do not match the quantities in stock, return to the stock-taking and adjust the entries accoridingly.

STOCK-TAKING REPORT

A report of all entries made during your stock-taking. Will indicate the discrepancies between your physical stock-taking and the quantities considered in stock according to your system.

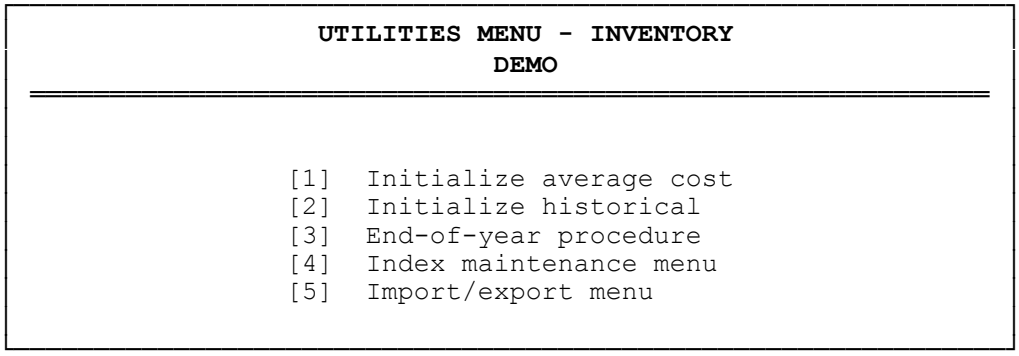
STOCK-TAKING UPDATE

Access to this option is password-protected. Updates the quantity levels of your system inventory according to the numbers entered in your stock-taking.

ATTENTION: **InformaStock** updates only the quantities entered for the items using option 2 (stock-takinge). All other items maintain their stock levels.

UTILITIES MENU

Access to these options is by pressing ***[8]*** **for users of InformaStock Autonome Plus or** ***[6]*** **for users of InformaStock** from the Inventory management menu.



[Esc] Return

INITIALIZE AVERAGE COST

Enter the manager's password to access this option.

INITIALIZE AVERAGE COST

Item number	Description	Cost	Average cost	Retail price
000	SALES DISCOUNT	[0.00]	0.00	0.00
01 10	LIPSTICK	1.09	1.09	1.98
02 10	NAIL POLISH	2.45	2.40	2.99
02 11	HAIRBRUSH	2.33	1.99	4.99

[F2] Search **[Home] Start** **[PgDn]** **[PgUp]** **[Esc] Return**

Move from column to column using ***[Enter].***

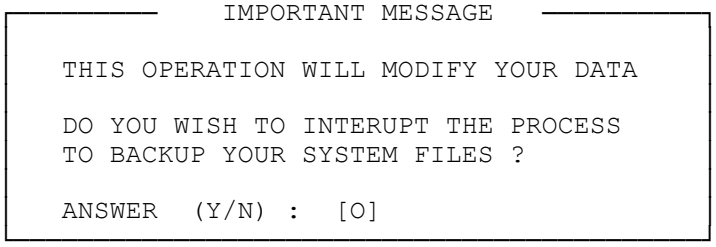
UTILITIES MENU

INITIALIZE HISTORICAL

for users of InformaStock Autonome Plus only

Allows the re-initialization of your sales historical according to closed days. Useful for those who had corrections made to their closed days or lost the product historicals.

ATTENTION: Read the following message carefully as it will permit you to interupt the process :

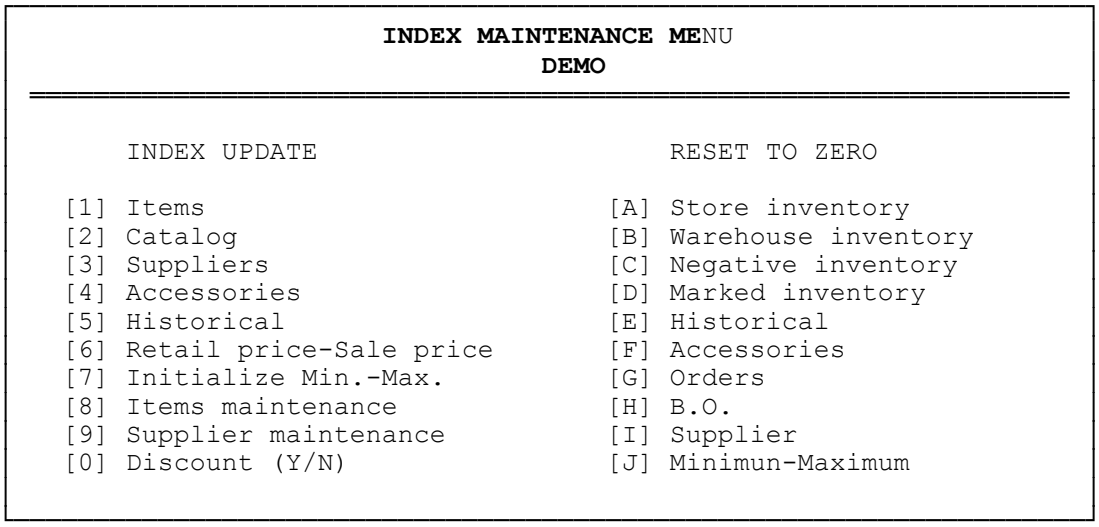

IMPORTANT MESSAGE
THIS OPERATION WILL MODIFY YOUR DATA
DO YOU WISH TO INTERUPT THE PROCESS
TO BACKUP YOUR SYSTEM FILES ?
ANSWER (Y/N) : [O]

END-OF-YEAR PROCEDUR

This option must be used every year on December 31. It will reset your sales and purchases historicals to zero. The sales statistics for "Previous year" adjust accordingly. No transactions are lost; only historical totals are affected.

INDEX MAINTENANCE MENU

Choosing this option displays the following menu :



[Esc] Return

These options serve as index maintenance of your system and may be required (for customer service) by Les logiciels InformaStock Inc.

To minimize the number of index updates, please verify if the minimal amount of conventional memory required on your system is being honored.

Press ***[Esc]*** to exit this menu.

Any interruption of the index processes can have direct results.

INDEX MAITENANCE MENU (con't)

INDEX UPDATE

ITEMS	to re-index, by item number, the products in your inventory.
CATALOG	to re-index the products of your catalog.
SUPPLIER	to re-index the supplier records entered in your system.
ACCESSORIES	re-index the products found in the accessory window of your inventory.
HISTORICAL	re-index the historical for each item of your inventory.
PRICE	Verifies the promotional dates entered for each items and removes the expired dates.
MIN.-MAX.	initializes to the default values all minimum/maximum quantities.
MAINTENANCE ITEMS	re-indexes and purges your inventory of all deleted or corrupted data.
MAINTENANCE SUPPLIER	re-indexes and purges your suppliers of all deleted or corrupted data.
DISCOUNT	allows you to initialize to "Y" or "N" the value of the "Discount field in your inventory.

INDEX MAINTENENCE MENU (con't)

ATTENTION **RE-SETS TO ZERO** *** **ATTENTION**

STORE	resets to zero the quantities "In stock" of all your inventory records.
WAREHOUSE	resets to zero the "Warehouse" quantities of all your inventory records.
NEGATIVE	resets to zero all quantities of your inventory that are currently in negative.
MARKED	to delete the items of your inventory where the "Localization" field has the word "ZERO" entered.
HISTORICAL	resets to zero all quantities of the historical corresponding to your inventory items.
ACCESSORIES	resets to zero the products for which you had entries in the "Accessories" window.
ORDERS	resets to zero the quantities for the items on order.
B.O.	resets to zero any quantity on back order.
SUPPLIERS	resets to zero your supplier historicals.
MIN.-MAX.	resets to zero all quantities currently entered as minimum and maximum.

CHANGE DATE AND TIME

In choosing this option, the date and time initialization screen appears :

```
                    INITIALIZATION OF POINT-OF-SALE
                                 DEMO
═══════════════════════════════════════════════════════════════════════

  Date  (DD.MM.YYYY):   01.11.2003       Tuesday, November 1,2003

  Time  (HH.MM.SS)  :   08.58.31
```

Press [Enter] to validate the date

Press ***[Enter]*** if the date entered is correct. If it is not, re-enter the correct date.

The following question may appear if the date you enter has already a daily cloeout :

This date has already been closed, do you wish to re-use it (Y/N) [N]

Enter the time in a similiar manner.